Online Faculty System

A Parish's User Manual

Julie Patenaude

1/5/2015

This document is a step-by-step guide to the Online Faculty System for Parishes.

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How to Register as an Applicant

1. Go to the front page of the website (https://facultyonline.churchofengland.org). **N.B.** The picture scrolls and so may be different when you open the web page.

Home | Sign In | Register | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Home
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Churches
Contact
Welcome to the Church of England Online Faculty System and Church Heritage Record
These systems are being developed as part of the Faculty Simplification process.
They are currently in development, leading to testing with partners in August-October 2014 and then a gradual roll-out from November 2014.
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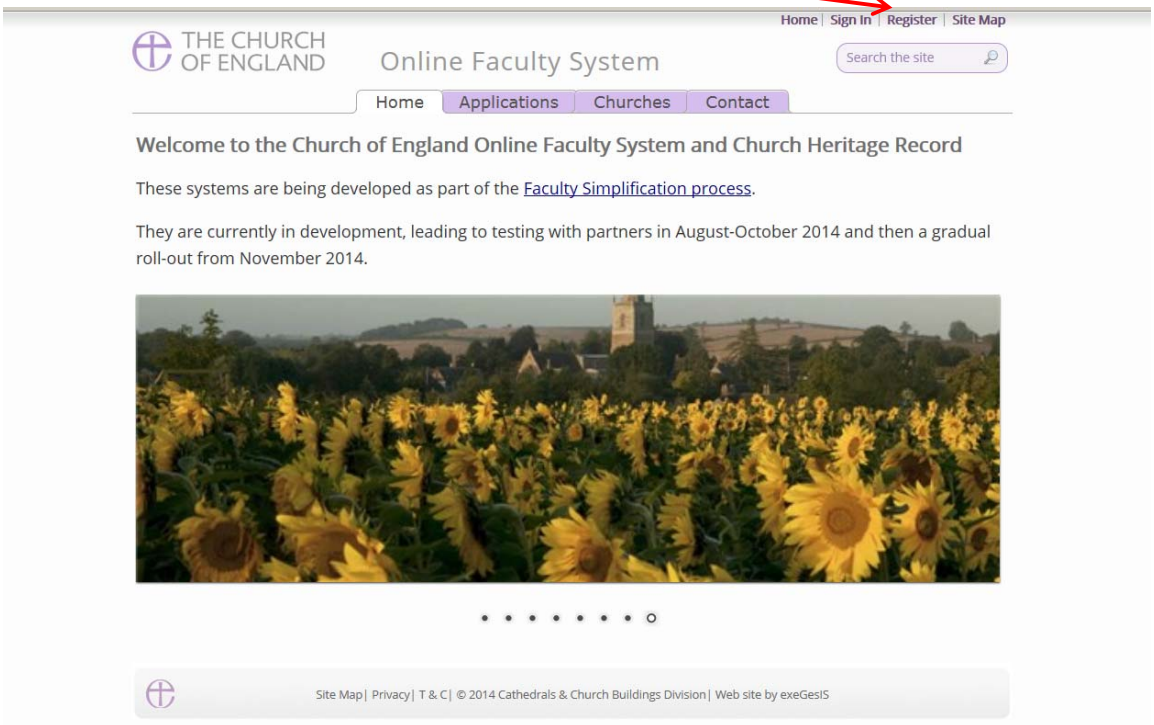
2. Click on **Register**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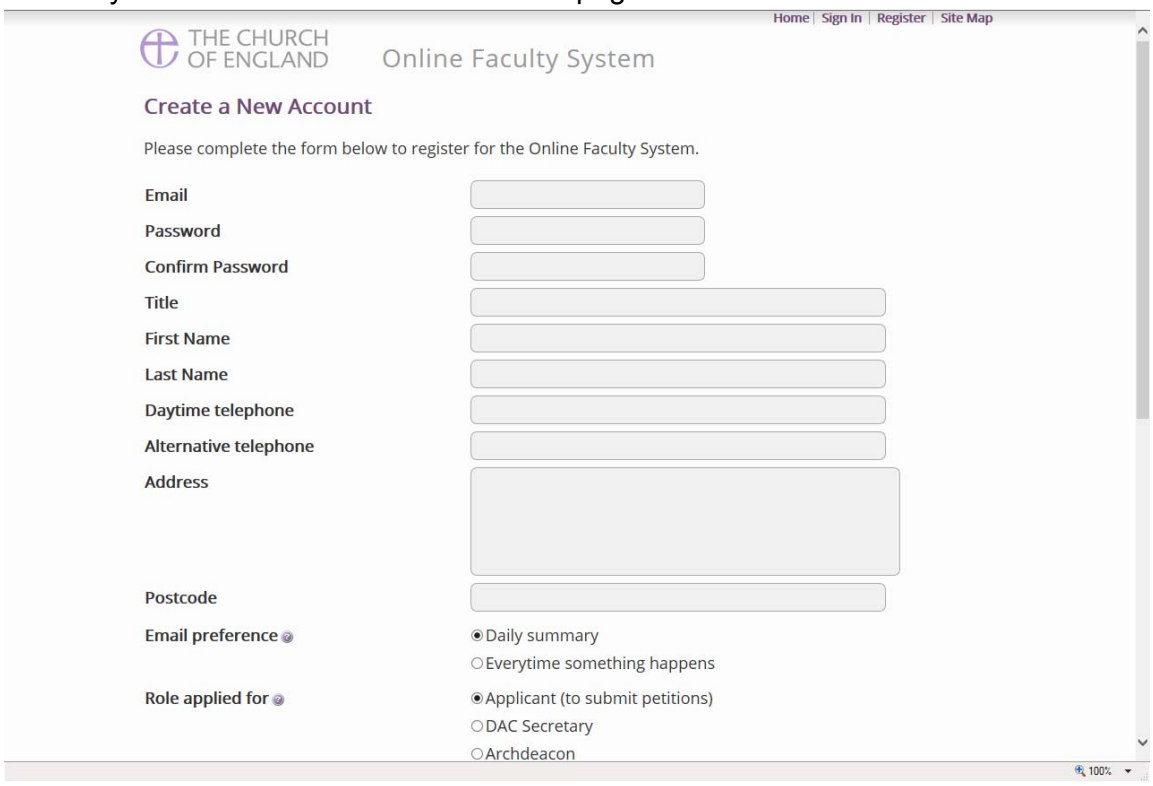
3. This will take you to the **Create a New Account** page.



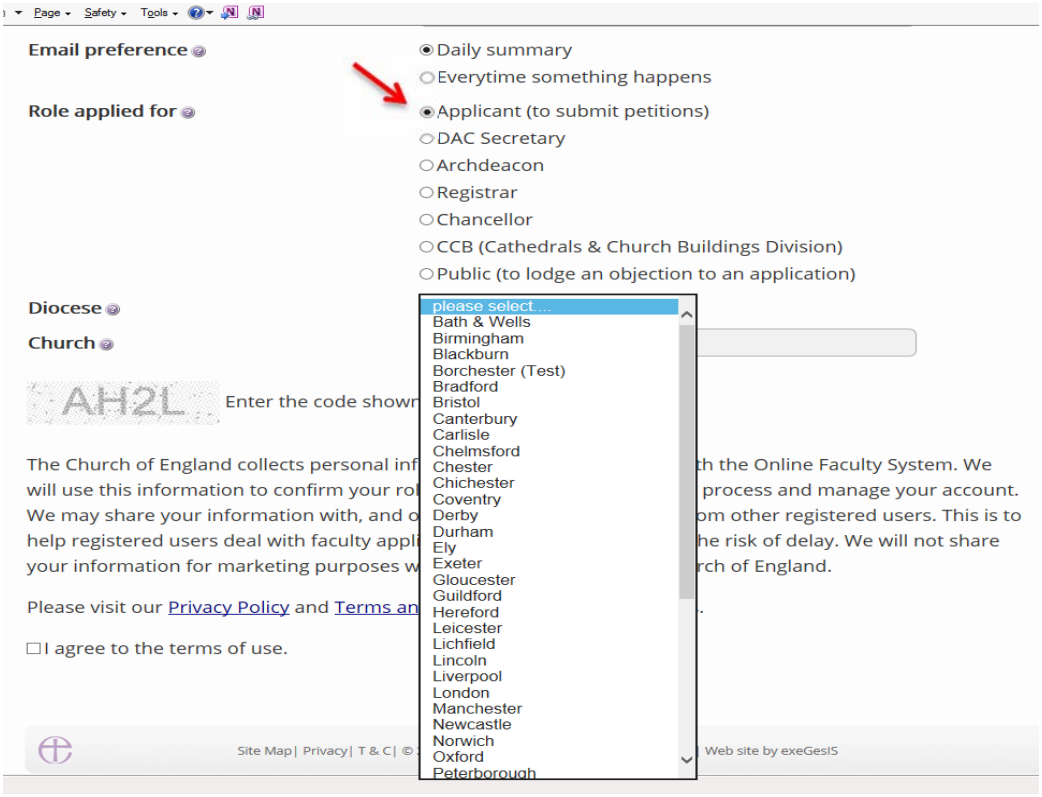
4. Choose the most suitable email address. This could be your personal or work email. It might also be your church's email address. Contact your DAC for advice.
5. You will need to complete **ALL** your contact details (but only one telephone number is required).

6. **Indicate** whether you wish to receive an email about ALL applications related to your church(es) building(s) either as:

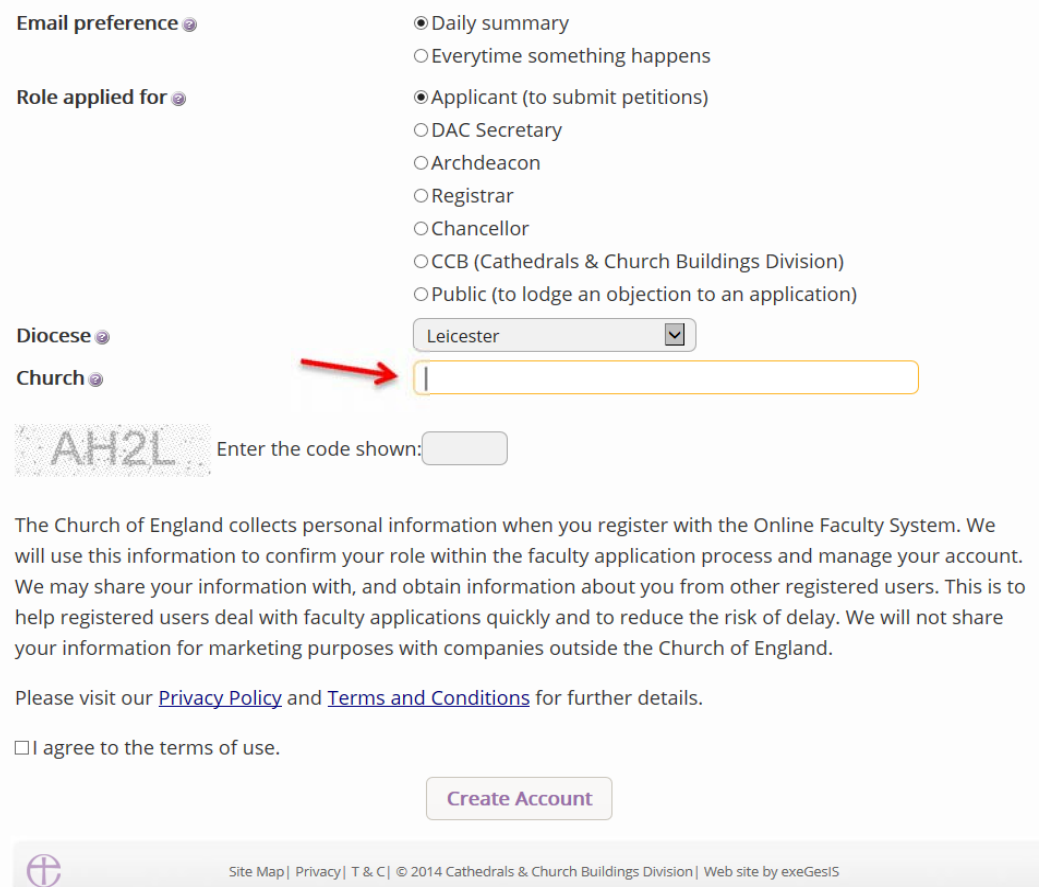
    a. **Daily summary** (received at the end of each day – but only if you need to perform a task) Or
    b. **Every time** something changes

7. Select the **role** for which you wish to register (in this case Applicant).

8. When you select **Applicant** and scroll down, you'll get a drop down menu from the Diocese field:



9. Select **your diocese** and go to the church field**:**


Email preference
Daily summary
Everytime something happens
Role applied for
Applicant (to submit petitions)
DAC Secretary
Archdeacon
Registrar
Chancellor
CCB (Cathedrals & Church Buildings Division)
Public (to lodge an objection to an application)
Diocese
Leicester
Church
AH2L
Enter the code shown:
The Church of England collects personal information when you register with the Online Faculty System. We will use this information to confirm your role within the faculty application process and manage your account. We may share your information with, and obtain information about you from other registered users. This is to help registered users deal with faculty applications quickly and to reduce the risk of delay. We will not share your information for marketing purposes with companies outside the Church of England.
Please visit our Privacy Policy and Terms and Conditions for further details.
I agree to the terms of use.
Create Account
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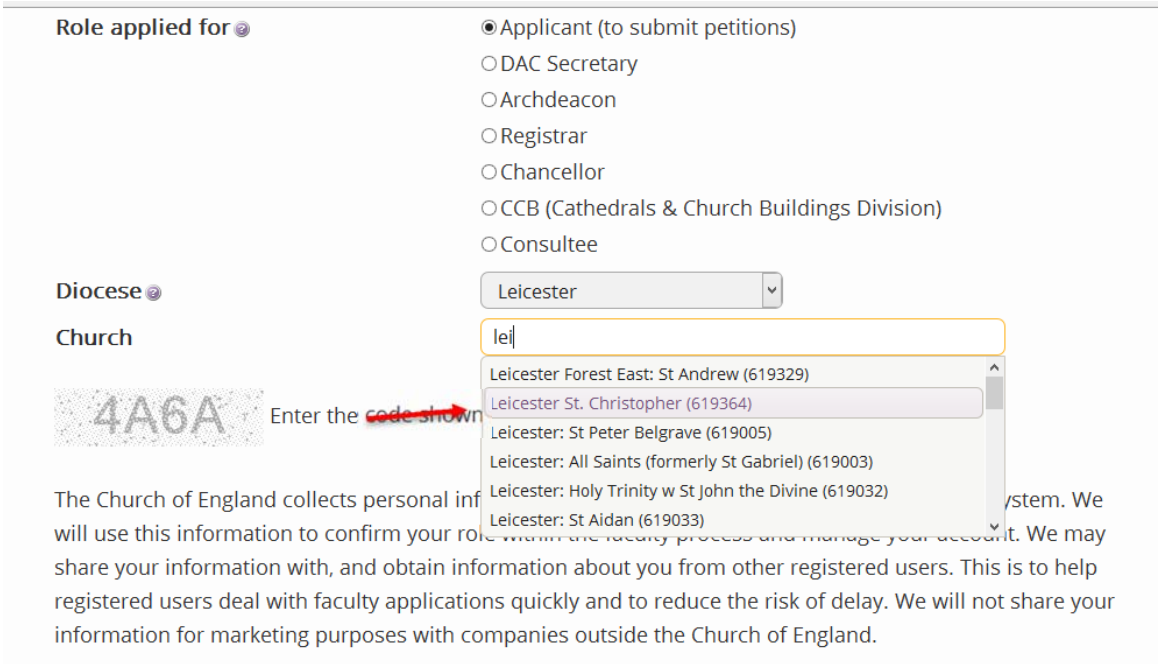
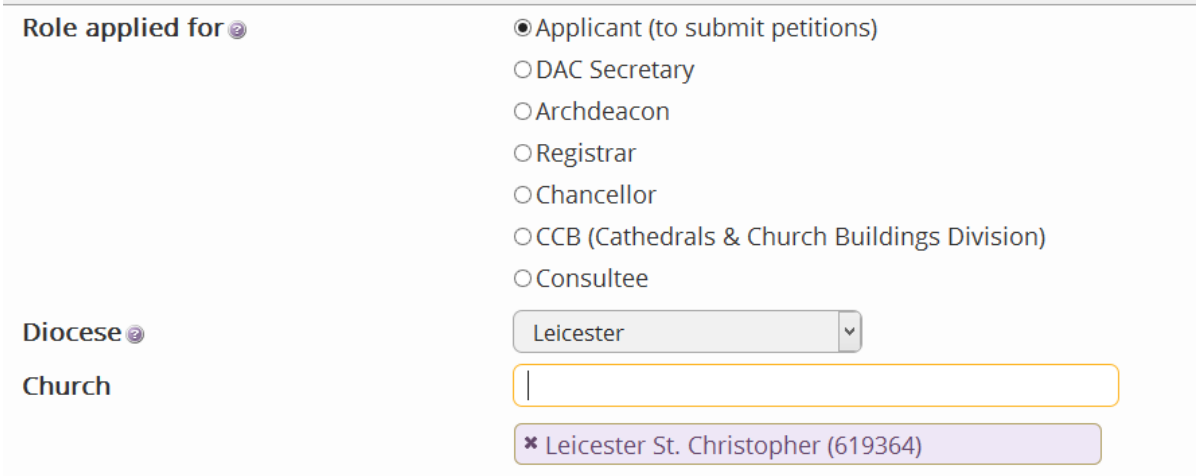
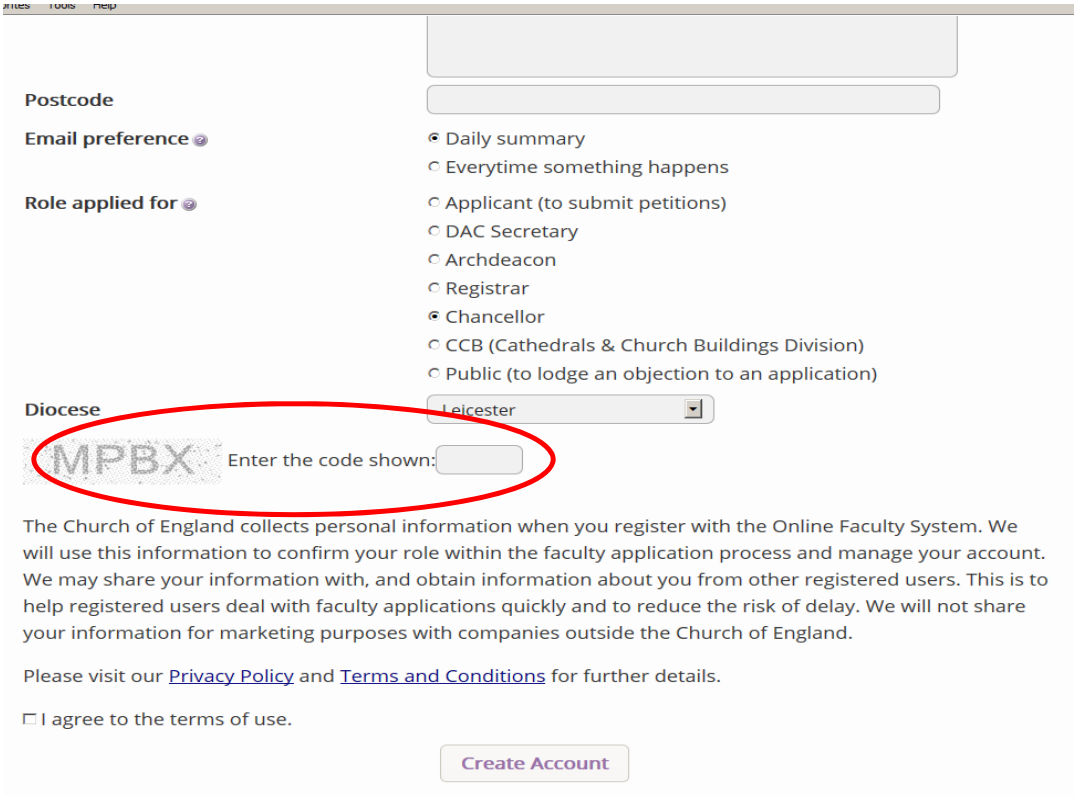
10. Start with the name of your parish. As you **type the name of your parish**, a drop down menu will appear. Select your church with your computer mouse.


Role applied for
Applicant (to submit petitions)
DAC Secretary
Archdeacon
Registrar
Chancellor
CCB (Cathedrals & Church Buildings Division)
Consultee
Diocese
Leicester
Church
lei
Leicester Forest East: St Andrew (619329)
Leicester St. Christopher (619364)
Leicester: St Peter Belgrave (619005)
Leicester: All Saints (formerly St Gabriel) (619003)
Leicester: Holy Trinity w St John the Divine (619032)
Leicester: St Aidan (619033)
4A6A
Enter the
The Church of England collects personal inf
ystem. We
will use this information to confirm your ro
t. We may
share your information with, and obtain information about you from other registered users. This is to help
registered users deal with faculty applications quickly and to reduce the risk of delay. We will not share your
information for marketing purposes with companies outside the Church of England.

11. Once selected, it will appear below the church field in purple. Repeat the process to add all the church buildings you are responsible for.



12. Enter the **security code** as it is shown:


Postcode
Email preference
Daily summary
Everytime something happens
Role applied for
Applicant (to submit petitions)
DAC Secretary
Archdeacon
Registrar
Chancellor
CCB (Cathedrals & Church Buildings Division)
Public (to lodge an objection to an application)
Diocese
Leicester
MPBX
Enter the code shown:
The Church of England collects personal information when you register with the Online Faculty System. We will use this information to confirm your role within the faculty application process and manage your account. We may share your information with, and obtain information about you from other registered users. This is to help registered users deal with faculty applications quickly and to reduce the risk of delay. We will not share your information for marketing purposes with companies outside the Church of England.
Please visit our Privacy Policy and Terms and Conditions for further details.
I agree to the terms of use.
Create Account

13. Please **read** the **Privacy Policy**, **Cookie Policy** and **Terms and Conditions** and tick the box to say you are happy to agree with these.

14. Click on **Create Account**

15. You will receive an email asking you to confirm your registration by clicking a link. This is to prevent other people from registering with your email address.

16. Please **click on the link** to confirm that your email address is yours, has not been hacked and that you wish to be registered user of the database.

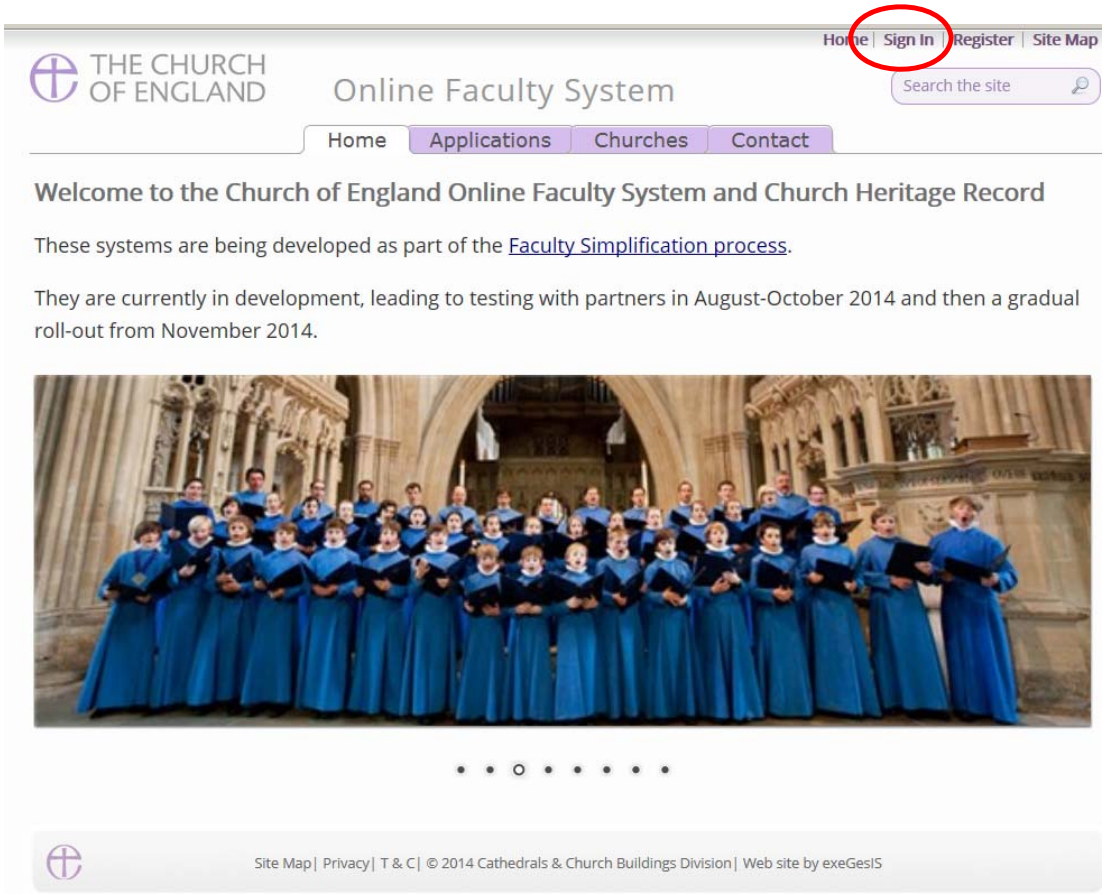
17. The DAC Secretary will then be asked to approve your registration.

    N.B. The DAC Secretary will need to check against the Diocesan Database and other records to verify that you are an officer of the PCC. If not, you will be contacted to check the details of your registration.

18. Once this is done, you will be sent an email saying that your account has been approved and inviting you to sign in at https://facultyonline.churchofengland.org/Secure/Login.aspx

Signing In and Out of the Online System

1. Go to the main website https://facultyonline.churchofengland.org and click on **Sign In**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They are currently in development, leading to testing with partners in August-October 2014 and then a gradual roll-out from November 2014.
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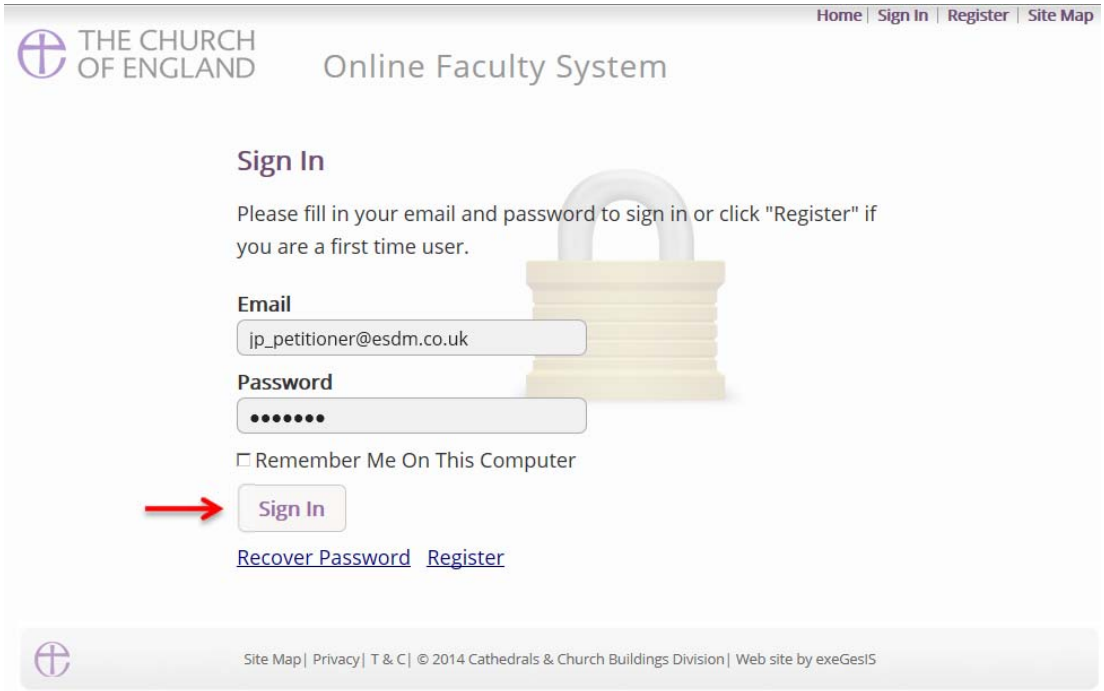
2. Enter your **email** address and **password**, and click **Sign In**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THE CHURCH OF ENGLAND
Online Faculty System
Sign In
Please fill in your email and password to sign in or click "Register" if you are a first time user.
Email
jp_petitioner@esdm.co.uk
Password
Remember Me On This Computer
Sign In
Recover Password
Register
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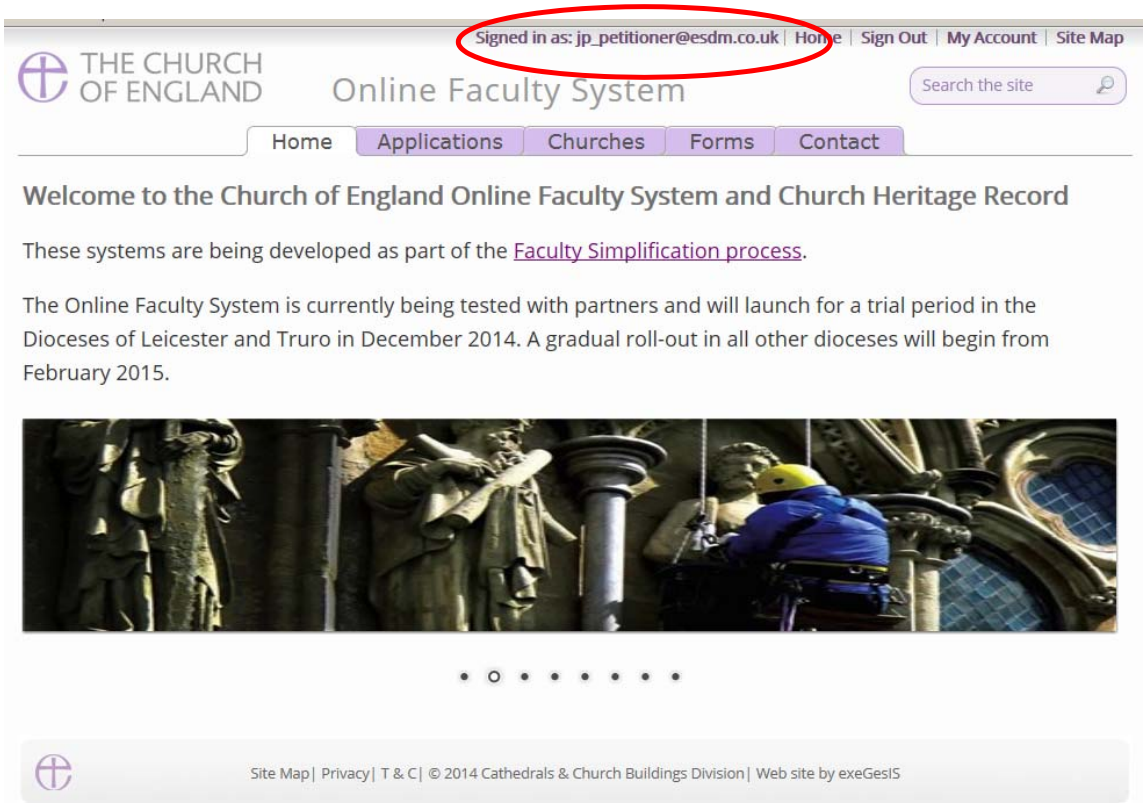
2.1 If you tick the box “Remember Me on This Computer” you will remain signed into the website every time you return.

3. The system brings you back to the main page of the website. But now you are signed in!


Signed in as: jp_petitioner@esdm.co.uk | Home | Sign Out | My Account | Site Map
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Welcome to the Church of England Online Faculty System and Church Heritage Record
These systems are being developed as part of the Faculty Simplification process.
The Online Faculty System is currently being tested with partners and will launch for a trial period in the Dioceses of Leicester and Truro in December 2014. A gradual roll-out in all other dioceses will begin from February 2015.
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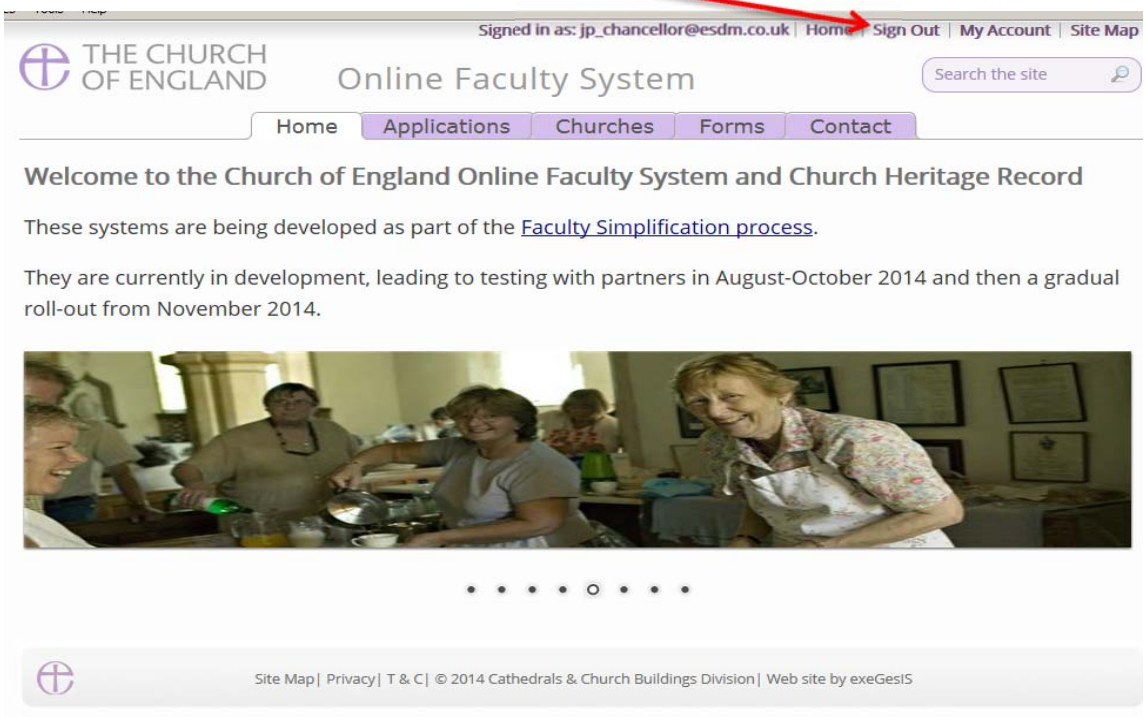
4. To exit the system, click **Sign Out**.


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
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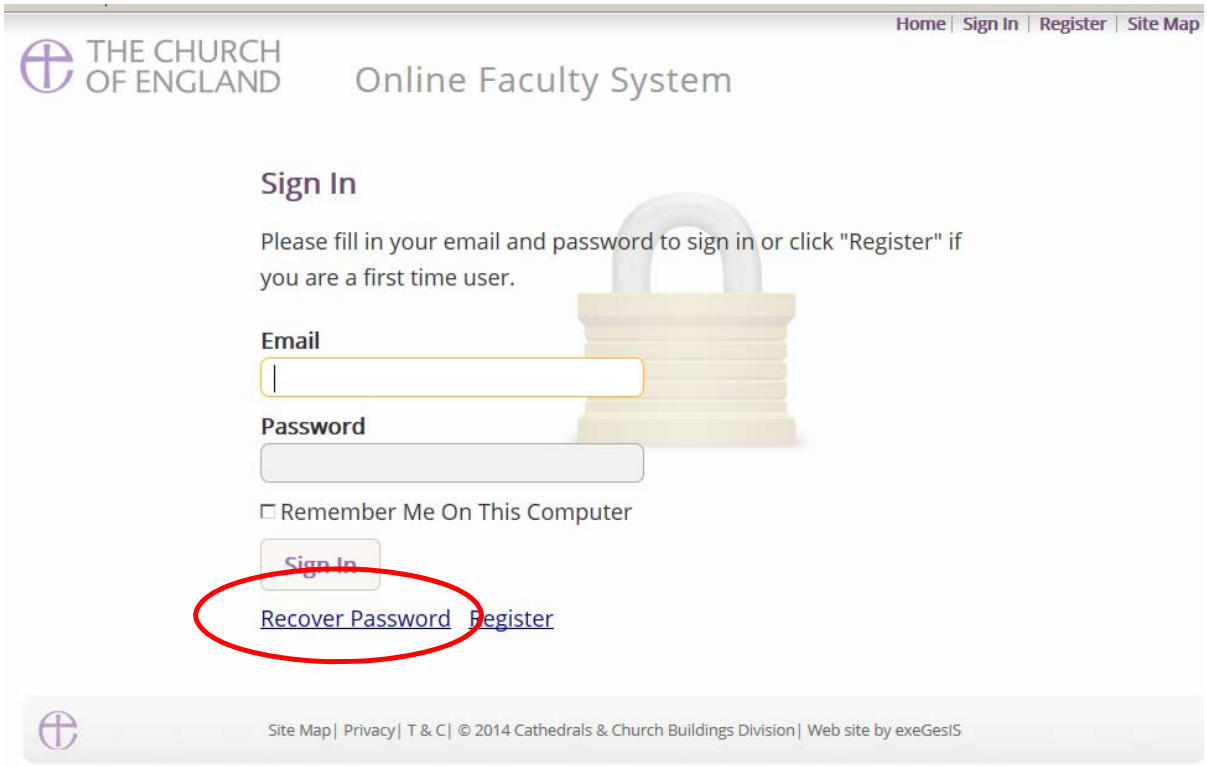
Recovering your Password

1. Go to the sign in page https://facultyonline.churchofengland.org/Secure/Login.aspx and click **Recover Password**


Home | Sign In | Register | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Sign In
Please fill in your email and password to sign in or click "Register" if you are a first time user.
Email
Password
Remember Me On This Computer
Sign In
Recover Password
Register
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2. Enter the **email** address you used to register with the Online Faculty System and click **Next**.

Home | Sign In | Register | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Recover Password
Forgotten Your Password?
Please enter your email address
robert.smith@churchofengland.org
Next
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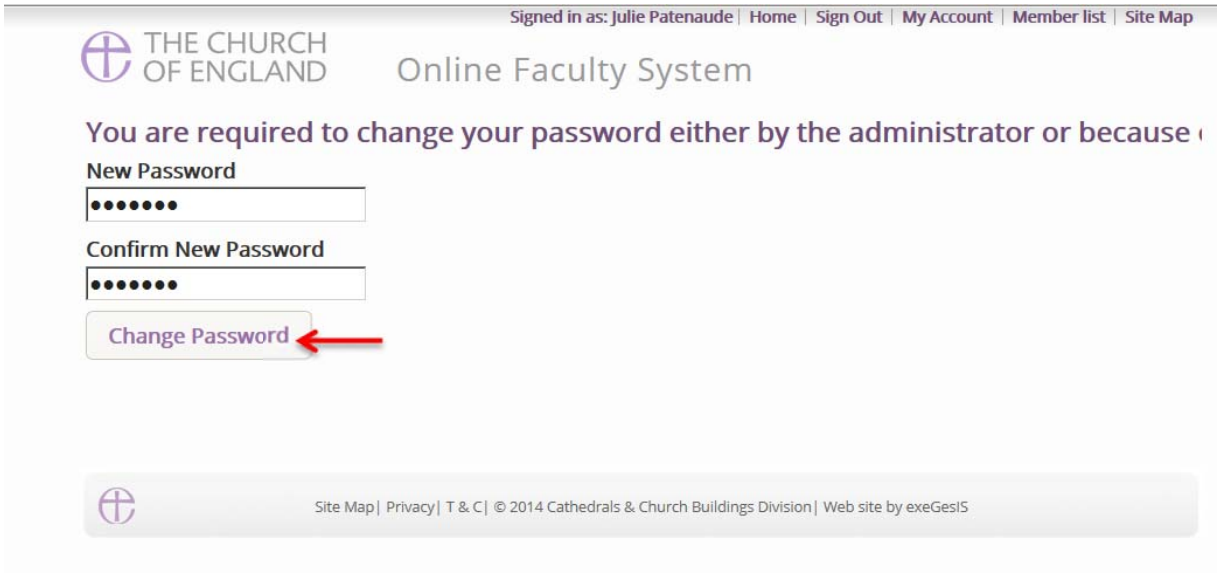
3. The system will send you an email with your new password. If you do not receive this email within a few minutes, check your Junk emails (or spam). If you still cannot find it, contact your DAC.

4. Go back to the sign in page https://facultyonline.churchofengland.org/Secure/Login.aspx and enter your new password.

5. For safety reasons, the system will ask you for a new password. Create one and click **Change Password**.


Signed in as: Julie Patenaude | Home | Sign Out | My Account | Member list | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
You are required to change your password either by the administrator or because
New Password
Confirm New Password
Change Password
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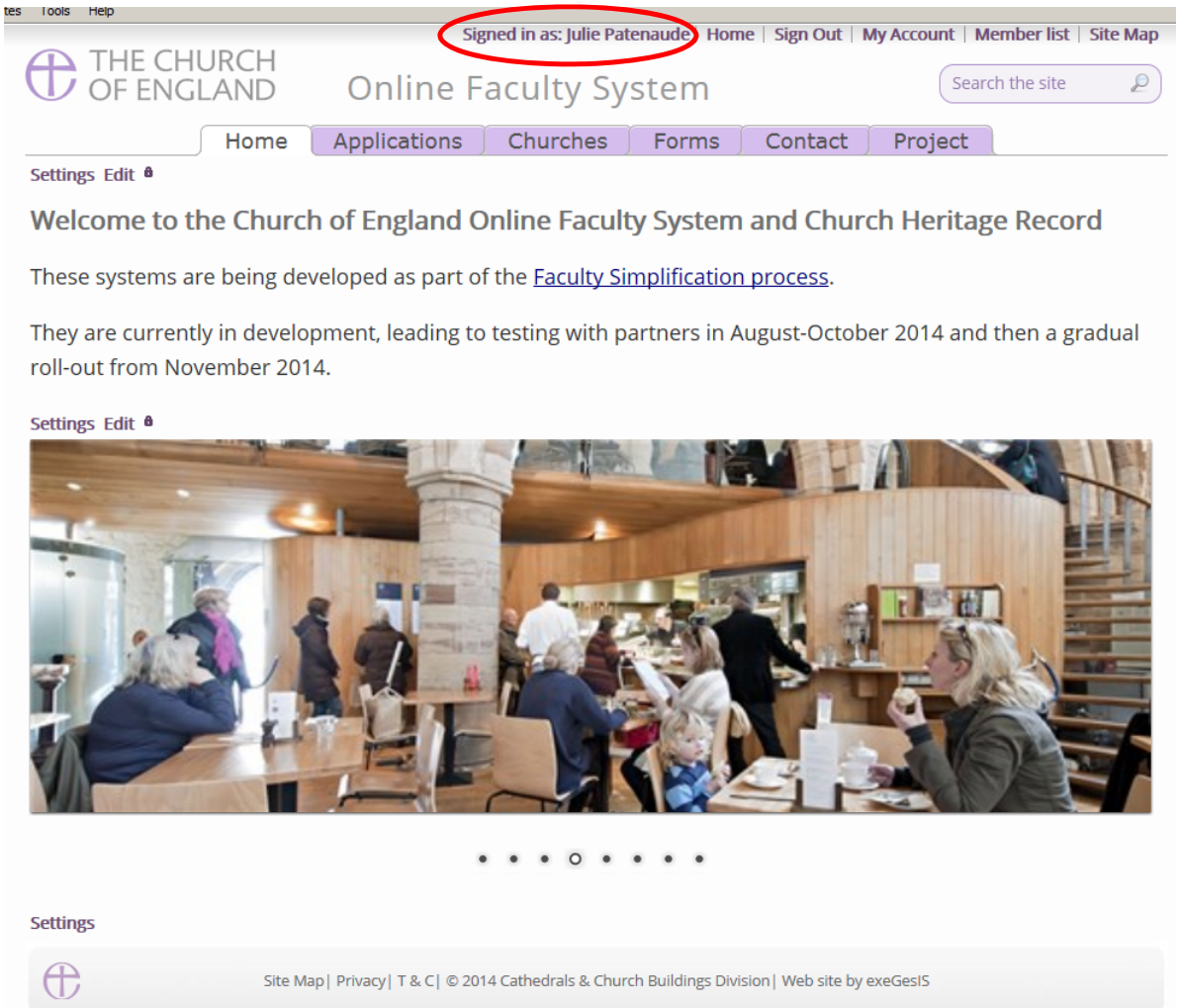
6. You will automatically return to the main page and will be signed in.


Signed in as: Julie Patenaude
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Settings Edit
Settings
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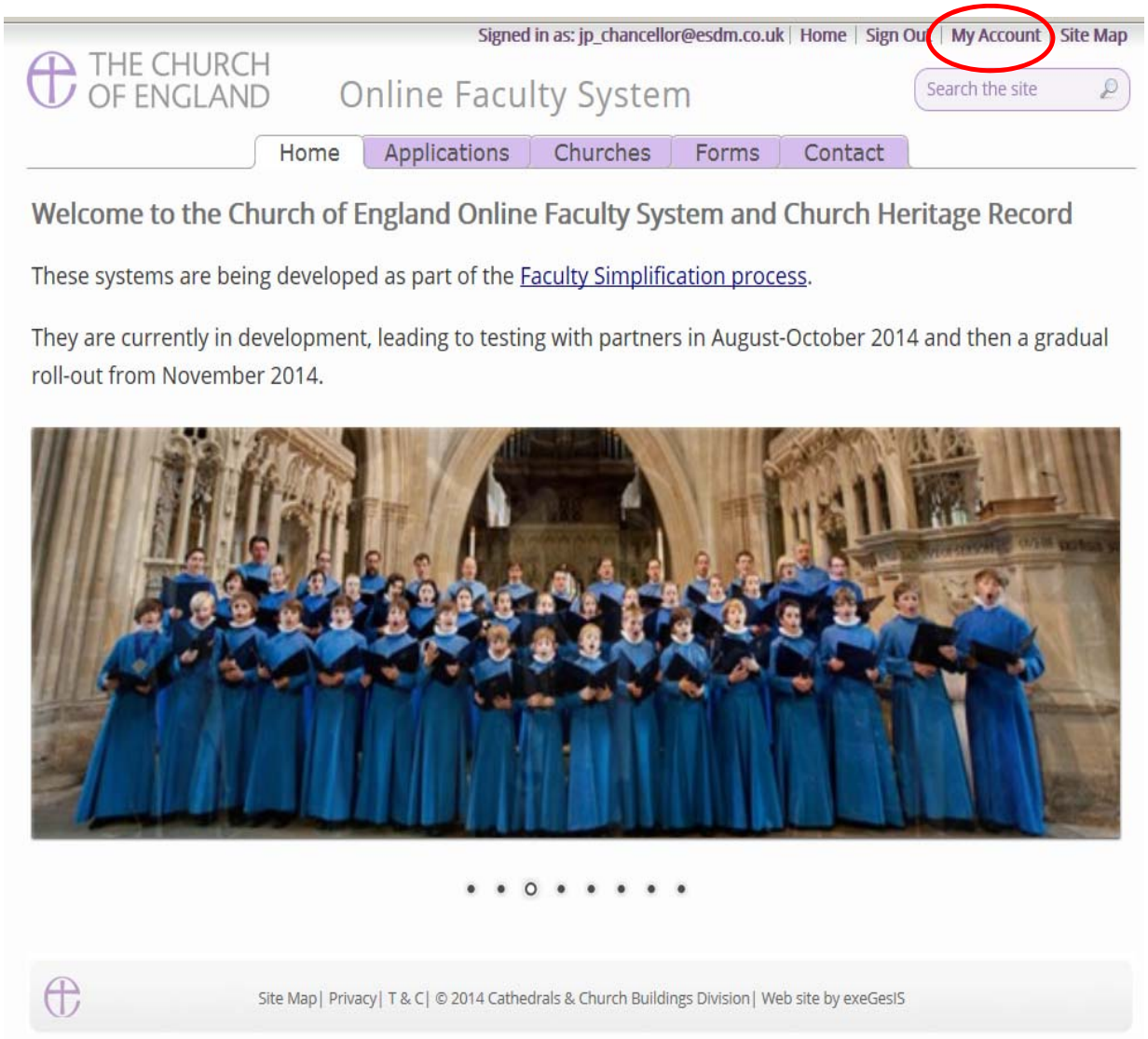
Managing your Account

Being able to manage your account is important. It gives you the opportunity to update your email address and contact details if they change. It also allows you to change your password and modify the way you receive emails from the Online Faculty System.

1. Go to the main website https://facultyonline.churchofengland.org, sign in and click on **My Account**


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
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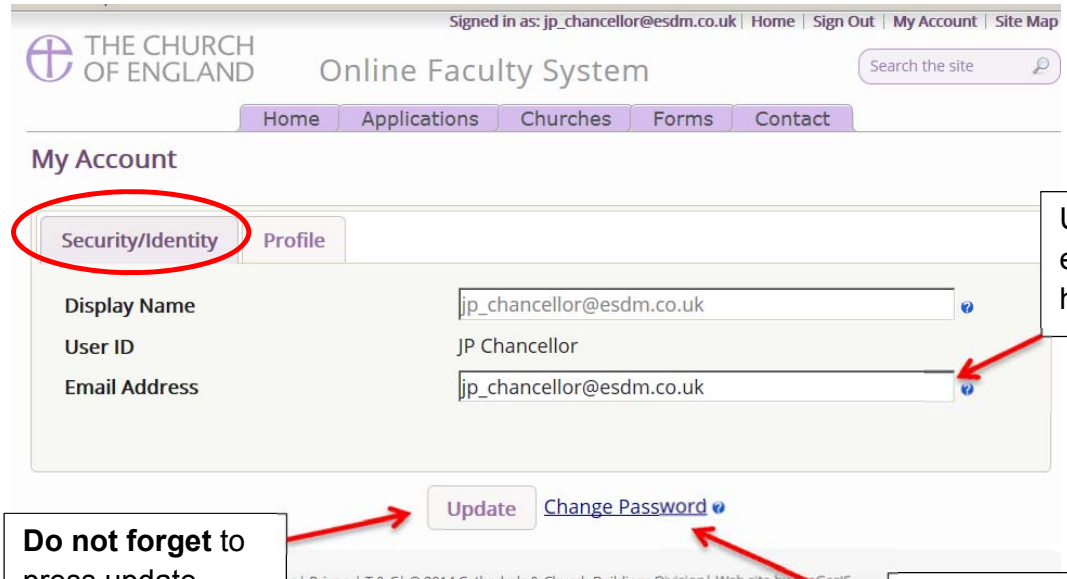
2. This is the **Security and Identity** tab of your account.

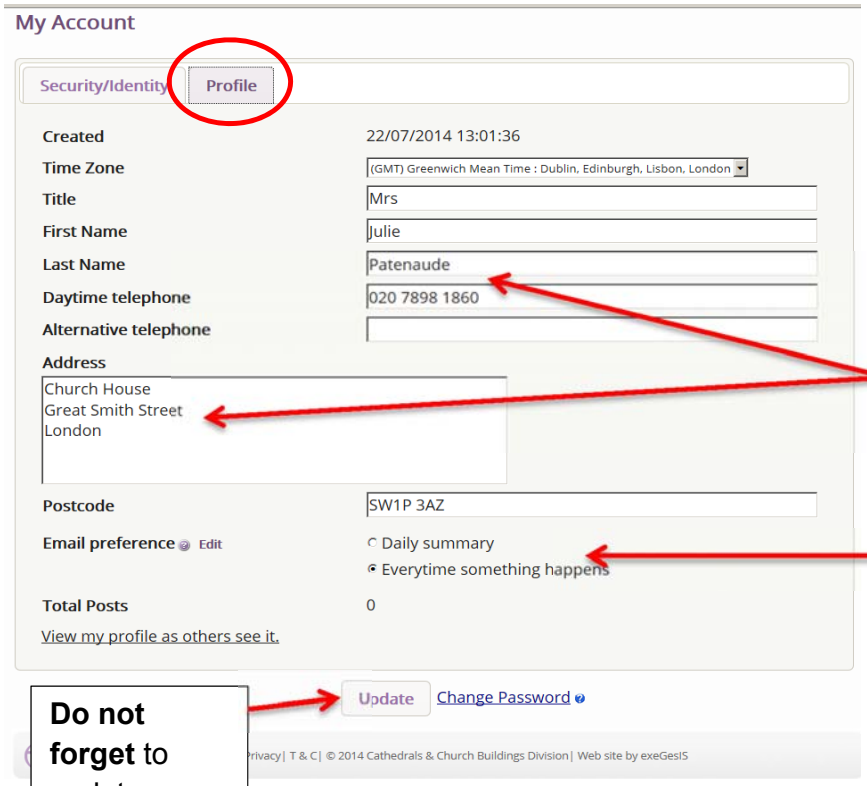


Update your email address here

Do not forget to press update **every time** you make changes to your account.

Click here to change your password.

3. This is your **Profile** tab. It holds all your contact details and lets you manage the emails you receive from the system.



Keep your contact information up-to-date here.

Type in your new telephone number or address every time it changes.

Change the way you receive emails from the system.

Click Daily Summary or Every time something happens.

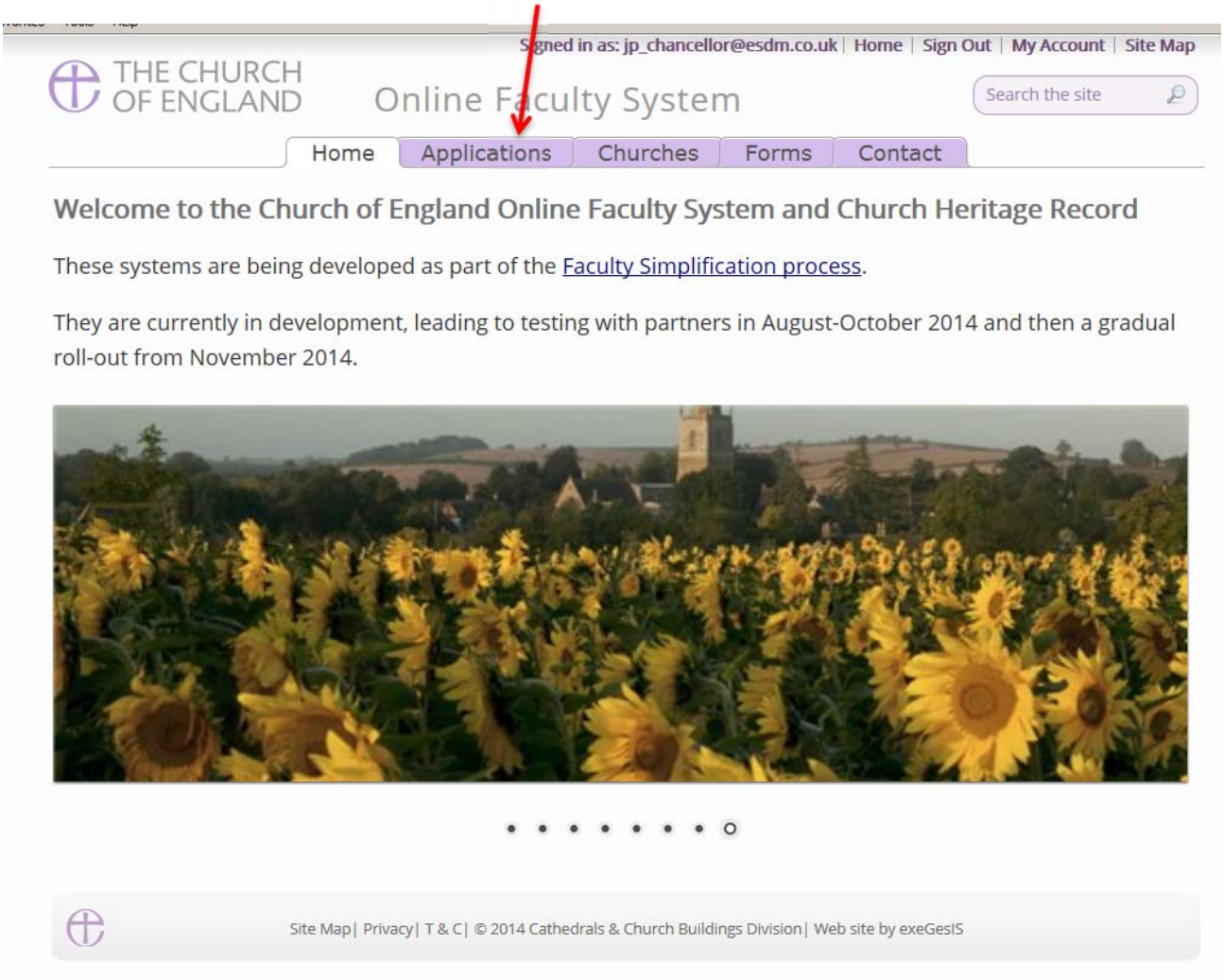
Do not forget to update your changes

Navigating your Dashboard

Your dashboard is where you will be able to access all the Faculty proposals and applications for church buildings in your care. It is also where all the emails sent to you by the Online Faculty System will be stored (in addition to your in own email account).

Remember to **sign in!**

1. From the main page click on the **Applications** tab.


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
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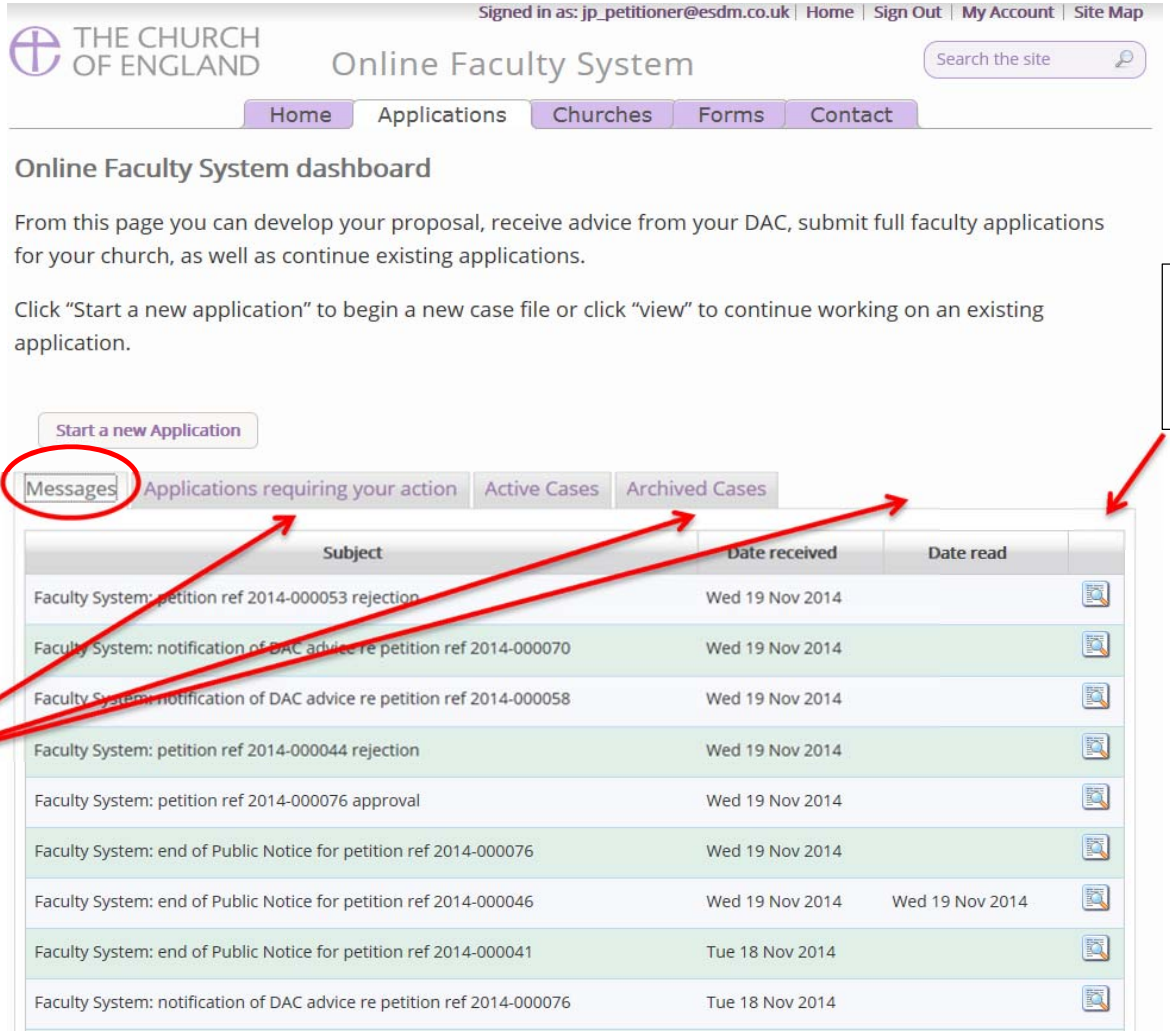
2. This is your dashboard. From here, you can look at all your messages (You will also receive them in your regular email account).


Signed in as: jp_petitioner@esdm.co.uk | Home | Sign Out | My Account | Site Map
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Online Faculty System
Search the site
Home
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Churches
Forms
Contact
Online Faculty System dashboard
From this page you can develop your proposal, receive advice from your DAC, submit full faculty applications for your church, as well as continue existing applications.
Click "Start a new application" to begin a new case file or click "view" to continue working on an existing application.
Start a new Application
Messages
Applications requiring your action
Active Cases
Archived Cases
Subject
Date received
Date read
Faculty System: petition ref 2014-000053 rejection
Wed 19 Nov 2014
Faculty System: notification of DAC advice re petition ref 2014-000070
Wed 19 Nov 2014
Faculty System: notification of DAC advice re petition ref 2014-000058
Wed 19 Nov 2014
Faculty System: petition ref 2014-000044 rejection
Wed 19 Nov 2014
Faculty System: petition ref 2014-000076 approval
Wed 19 Nov 2014
Faculty System: end of Public Notice for petition ref 2014-000076
Wed 19 Nov 2014
Faculty System: end of Public Notice for petition ref 2014-000046
Wed 19 Nov 2014
Wed 19 Nov 2014
Faculty System: end of Public Notice for petition ref 2014-000041
Tue 18 Nov 2014
Faculty System: notification of DAC advice re petition ref 2014-000076
Tue 18 Nov 2014

Click on the **View** icon to look at a message

You can arrange your messages by:

- Subject
  or
- Date Received
  or
- Date Read

Click on each title to sort your messages.

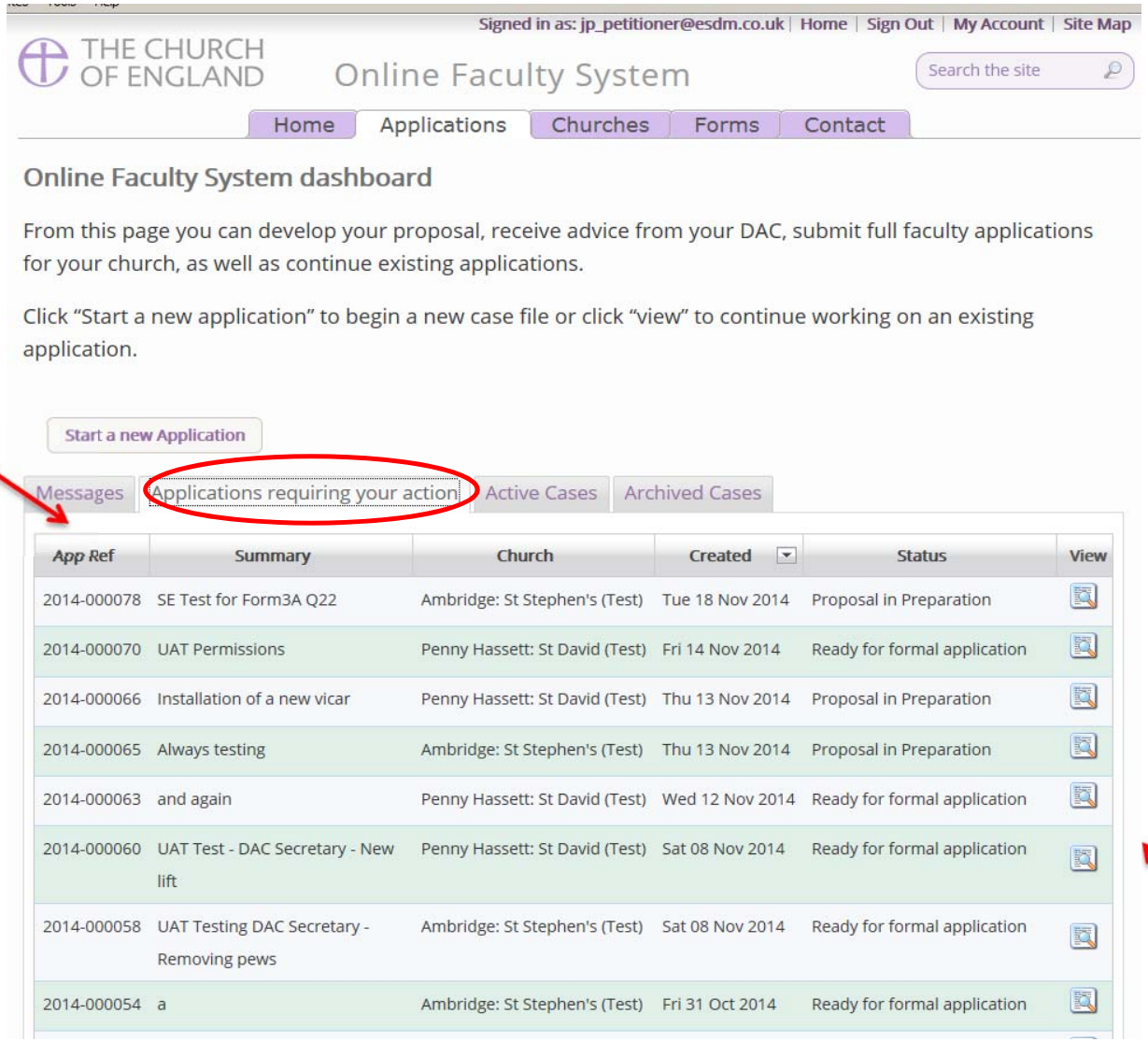
3. To access any Faculty application which requires your attention, go to **Applications requiring your action**.

Find an application quickly – sort them by:

- Reference Number
- Church Name
- Status

You can also arrange the applications by:

- Summary of works
- Date Created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Online Faculty System dashboard
From this page you can develop your proposal, receive advice from your DAC, submit full faculty applications for your church, as well as continue existing applications.
Click "Start a new application" to begin a new case file or click "view" to continue working on an existing application.
Start a new Application
Messages
Applications requiring your action
Active Cases
Archived Cases

App Ref	Summary	Church	Created	Status	View
2014-000078	SE Test for Form3A Q22	Ambridge: St Stephen's (Test)	Tue 18 Nov 2014	Proposal in Preparation	
2014-000070	UAT Permissions	Penny Hassett: St David (Test)	Fri 14 Nov 2014	Ready for formal application	
2014-000066	Installation of a new vicar	Penny Hassett: St David (Test)	Thu 13 Nov 2014	Proposal in Preparation	
2014-000065	Always testing	Ambridge: St Stephen's (Test)	Thu 13 Nov 2014	Proposal in Preparation	
2014-000063	and again	Penny Hassett: St David (Test)	Wed 12 Nov 2014	Ready for formal application	
2014-000060	UAT Test - DAC Secretary - New lift	Penny Hassett: St David (Test)	Sat 08 Nov 2014	Ready for formal application	
2014-000058	UAT Testing DAC Secretary - Removing pews	Ambridge: St Stephen's (Test)	Sat 08 Nov 2014	Ready for formal application	
2014-000054	a	Ambridge: St Stephen's (Test)	Fri 31 Oct 2014	Ready for formal application	

Click the **View** icon to open a Faculty application.

4. To access an application where a determination has not yet been made, go to **Active Cases**

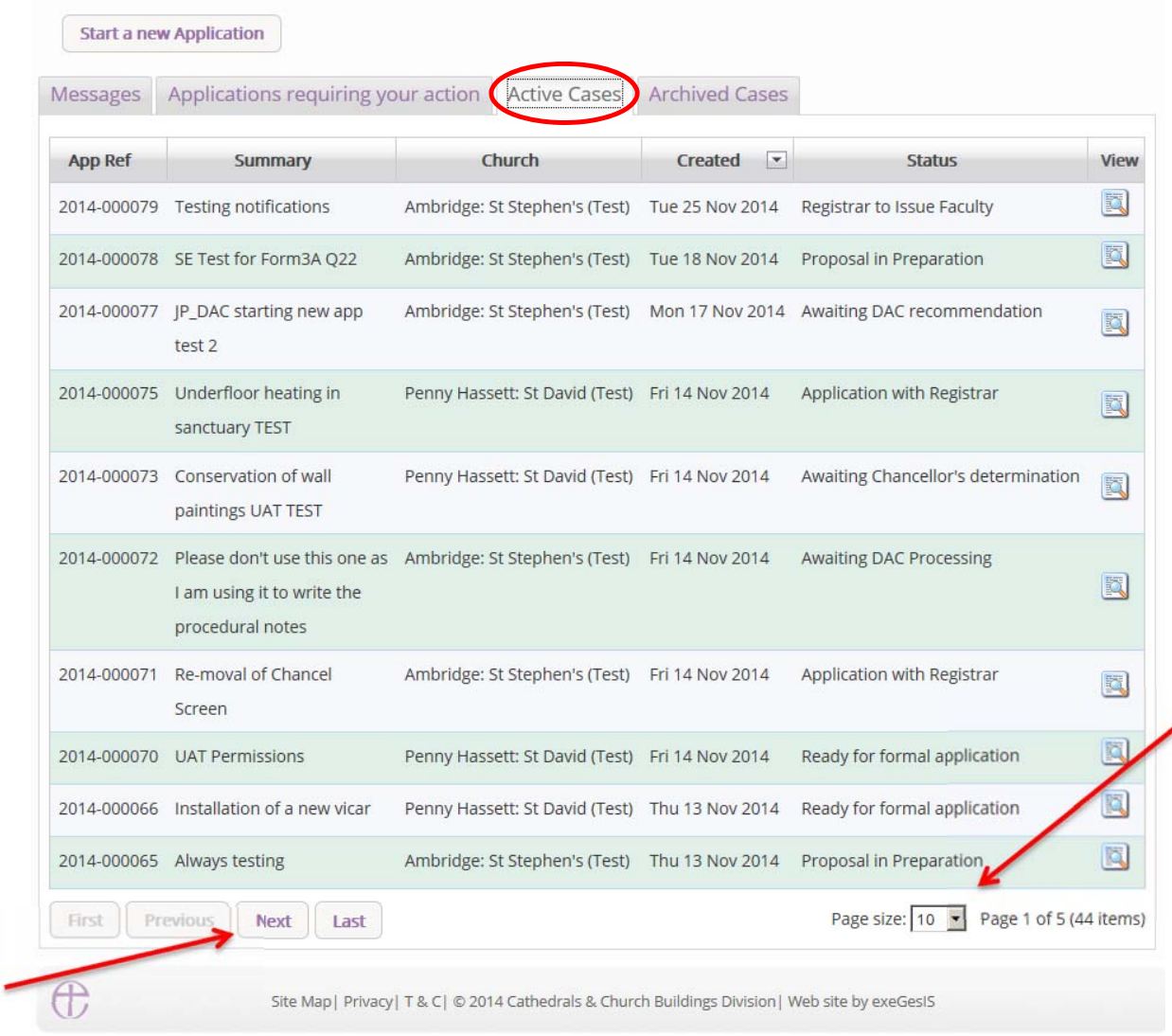
The functions here are the same as the previous tab.

Click the **View** icon to open an application.

Organise your applications by clicking on:

- App Ref
- Summary
- Church
- Created
  or
- Status

Scroll through the pages to find a specific application

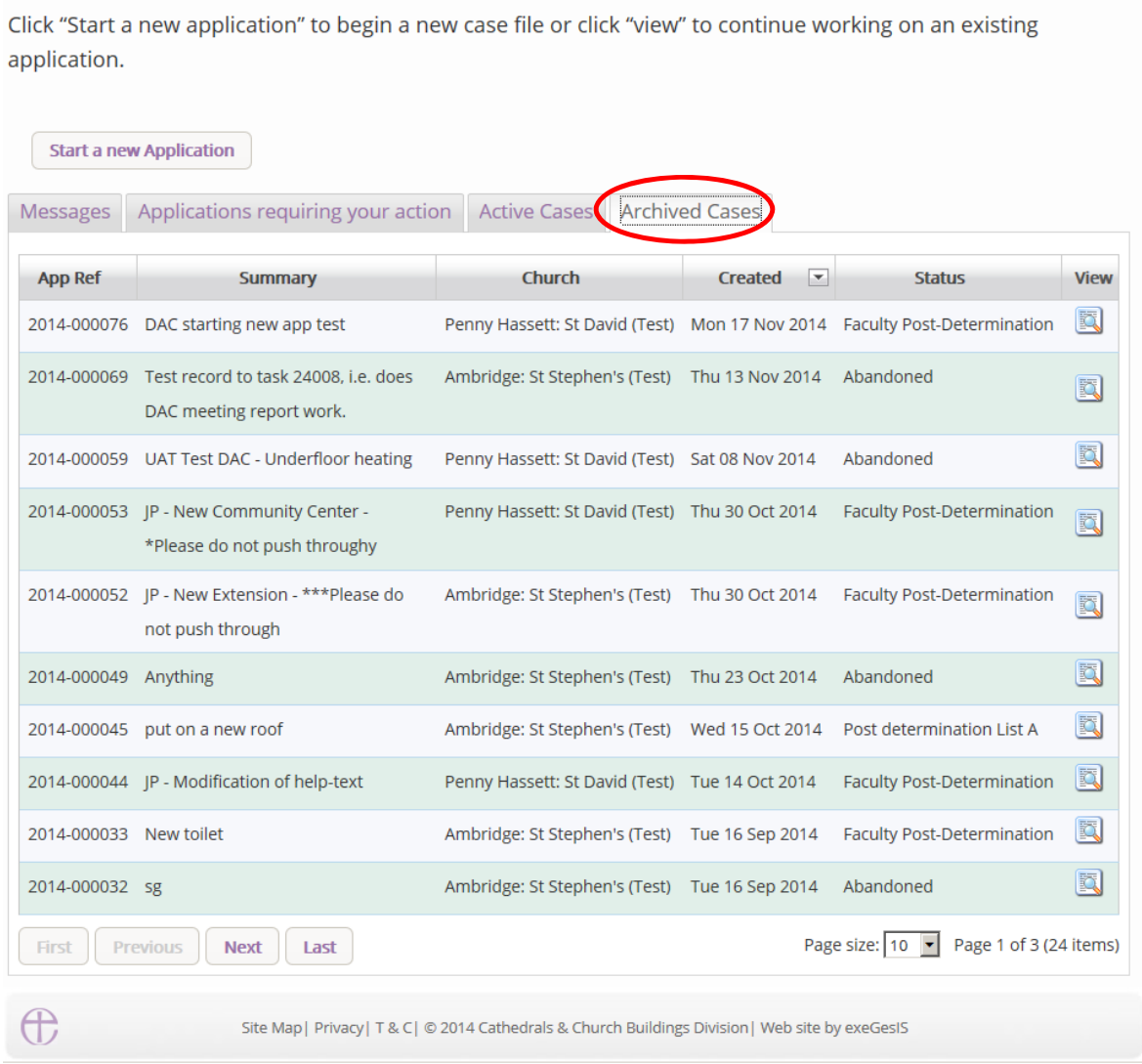

Start a new Application
Messages
Applications requiring your action
Active Cases
Archived Cases
App Ref
Summary
Church
Created
Status
View
2014-000079 Testing notifications Ambridge: St Stephen's (Test) Tue 25 Nov 2014 Registrar to Issue Faculty
2014-000078 SE Test for Form3A Q22 Ambridge: St Stephen's (Test) Tue 18 Nov 2014 Proposal in Preparation
2014-000077 JP_DAC starting new app test 2 Ambridge: St Stephen's (Test) Mon 17 Nov 2014 Awaiting DAC recommendation
2014-000075 Underfloor heating in sanctuary TEST Penny Hassett: St David (Test) Fri 14 Nov 2014 Application with Registrar
2014-000073 Conservation of wall paintings UAT TEST Penny Hassett: St David (Test) Fri 14 Nov 2014 Awaiting Chancellor's determination
2014-000072 Please don't use this one as I am using it to write the procedural notes Ambridge: St Stephen's (Test) Fri 14 Nov 2014 Awaiting DAC Processing
2014-000071 Re-moval of Chancel Screen Ambridge: St Stephen's (Test) Fri 14 Nov 2014 Application with Registrar
2014-000070 UAT Permissions Penny Hassett: St David (Test) Fri 14 Nov 2014 Ready for formal application
2014-000066 Installation of a new vicar Penny Hassett: St David (Test) Thu 13 Nov 2014 Ready for formal application
2014-000065 Always testing Ambridge: St Stephen's (Test) Thu 13 Nov 2014 Proposal in Preparation
First
Previous
Next
Last
Page size: 10
Page 1 of 5 (44 items)
Site Map| Privacy| T & C| © 2014 Cathedrals & Church Buildings Division| Web site by exeGesIS

Decide how many applications you can see per page from your dashboard:

- 10
- 20
- 50
  or
- 100

5. To access old applications which were abandoned or where a determination has been made, go to **Archived Cases**.

Use the same functions as before to organise and open the applications.


Click "Start a new application" to begin a new case file or click "view" to continue working on an existing application.
Start a new Application
Messages
Applications requiring your action
Active Cases
Archived Cases
App Ref | Summary | Church | Created | Status | View
2014-000076 | DAC starting new app test | Penny Hassett: St David (Test) | Mon 17 Nov 2014 | Faculty Post-Determination
2014-000069 | Test record to task 24008, i.e. does DAC meeting report work. | Ambridge: St Stephen's (Test) | Thu 13 Nov 2014 | Abandoned
2014-000059 | UAT Test DAC - Underfloor heating | Penny Hassett: St David (Test) | Sat 08 Nov 2014 | Abandoned
2014-000053 | JP - New Community Center - *Please do not push throughy | Penny Hassett: St David (Test) | Thu 30 Oct 2014 | Faculty Post-Determination
2014-000052 | JP - New Extension - ***Please do not push through | Ambridge: St Stephen's (Test) | Thu 30 Oct 2014 | Faculty Post-Determination
2014-000049 | Anything | Ambridge: St Stephen's (Test) | Thu 23 Oct 2014 | Abandoned
2014-000045 | put on a new roof | Ambridge: St Stephen's (Test) | Wed 15 Oct 2014 | Post determination List A
2014-000044 | JP - Modification of help-text | Penny Hassett: St David (Test) | Tue 14 Oct 2014 | Faculty Post-Determination
2014-000033 | New toilet | Ambridge: St Stephen's (Test) | Tue 16 Sep 2014 | Faculty Post-Determination
2014-000032 | sg | Ambridge: St Stephen's (Test) | Tue 16 Sep 2014 | Abandoned
First
Previous
Next
Last
Page size: 10
Page 1 of 3 (24 items)
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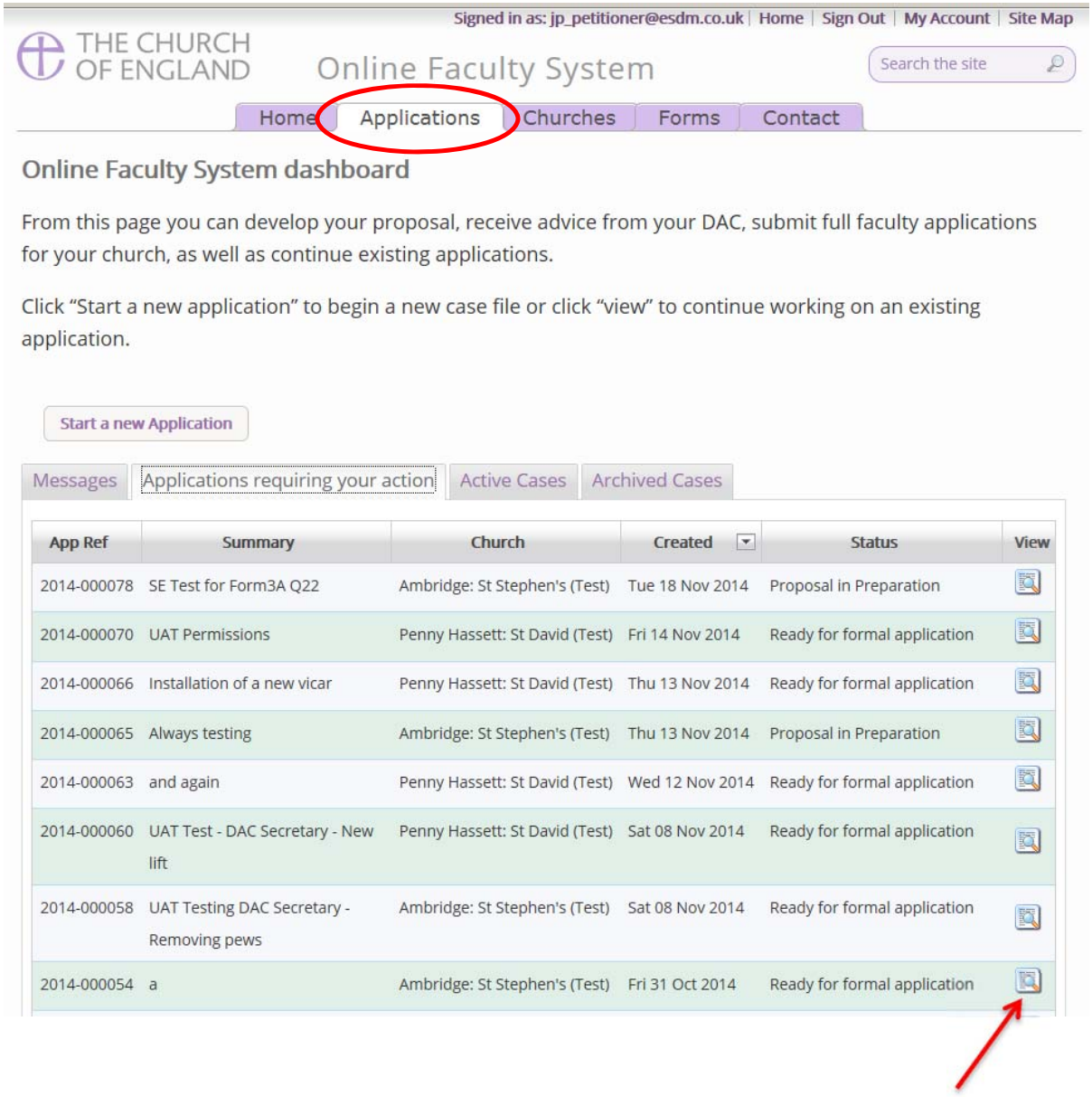
Navigating a Case File

A case file is where you will find all the necessary legal forms to develop your proposal. It is also where you can attach any other relevant document to support your application. Each Faculty application has its own case file.

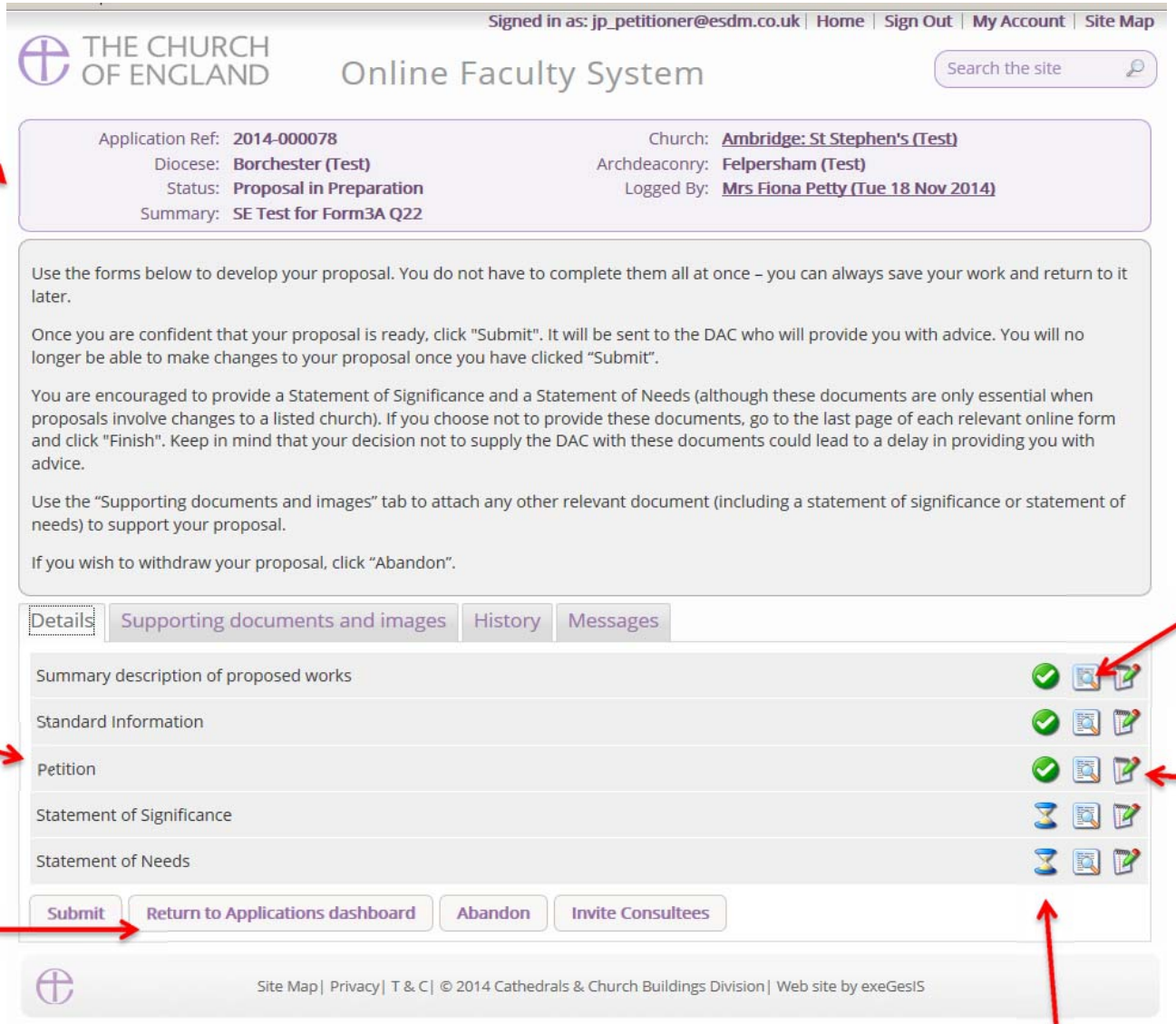
You can access a case file from your dashboard under the **Applications** tab.

For help on where to find different types of case files, see *Navigating your Dashboard* (see page 14).


Signed in as: jp_petitioner@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Home
Applications
Churches
Forms
Contact
Online Faculty System dashboard
From this page you can develop your proposal, receive advice from your DAC, submit full faculty applications for your church, as well as continue existing applications.
Click "Start a new application" to begin a new case file or click "view" to continue working on an existing application.
Start a new Application
Messages
Applications requiring your action
Active Cases
Archived Cases
App Ref | Summary | Church | Created | Status | View
2014-000078 | SE Test for Form3A Q22 | Ambridge: St Stephen's (Test) | Tue 18 Nov 2014 | Proposal in Preparation
2014-000070 | UAT Permissions | Penny Hassett: St David (Test) | Fri 14 Nov 2014 | Ready for formal application
2014-000066 | Installation of a new vicar | Penny Hassett: St David (Test) | Thu 13 Nov 2014 | Ready for formal application
2014-000065 | Always testing | Ambridge: St Stephen's (Test) | Thu 13 Nov 2014 | Proposal in Preparation
2014-000063 | and again | Penny Hassett: St David (Test) | Wed 12 Nov 2014 | Ready for formal application
2014-000060 | UAT Test - DAC Secretary - New lift | Penny Hassett: St David (Test) | Sat 08 Nov 2014 | Ready for formal application
2014-000058 | UAT Testing DAC Secretary - Removing pews | Ambridge: St Stephen's (Test) | Sat 08 Nov 2014 | Ready for formal application
2014-000054 | a | Ambridge: St Stephen's (Test) | Fri 31 Oct 2014 | Ready for formal application

1. To access a case file, click the **View** icon next to the specific case you wish to open.

2. This is a typical case file in preparation. The **Details** tab gives you access to all the forms generated by the Online Faculty System.


Signed in as: jp_petitioner@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000078
Diocese: Borchester (Test)
Status: Proposal in Preparation
Summary: SE Test for Form3A Q22
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Fiona Petty (Tue 18 Nov 2014)
Use the forms below to develop your proposal. You do not have to complete them all at once – you can always save your work and return to it later.
Once you are confident that your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with advice. You will no longer be able to make changes to your proposal once you have clicked "Submit".
You are encouraged to provide a Statement of Significance and a Statement of Needs (although these documents are only essential when proposals involve changes to a listed church). If you choose not to provide these documents, go to the last page of each relevant online form and click "Finish". Keep in mind that your decision not to supply the DAC with these documents could lead to a delay in providing you with advice.
Use the "Supporting documents and images" tab to attach any other relevant document (including a statement of significance or statement of needs) to support your proposal.
If you wish to withdraw your proposal, click "Abandon".
Details
Supporting documents and images
History
Messages
Summary description of proposed works
Standard Information
Petition
Statement of Significance
Statement of Needs
Submit
Return to Applications dashboard
Abandon
Invite Consultees
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

Basic summary of an application

Click the **View** icon to look at a form.

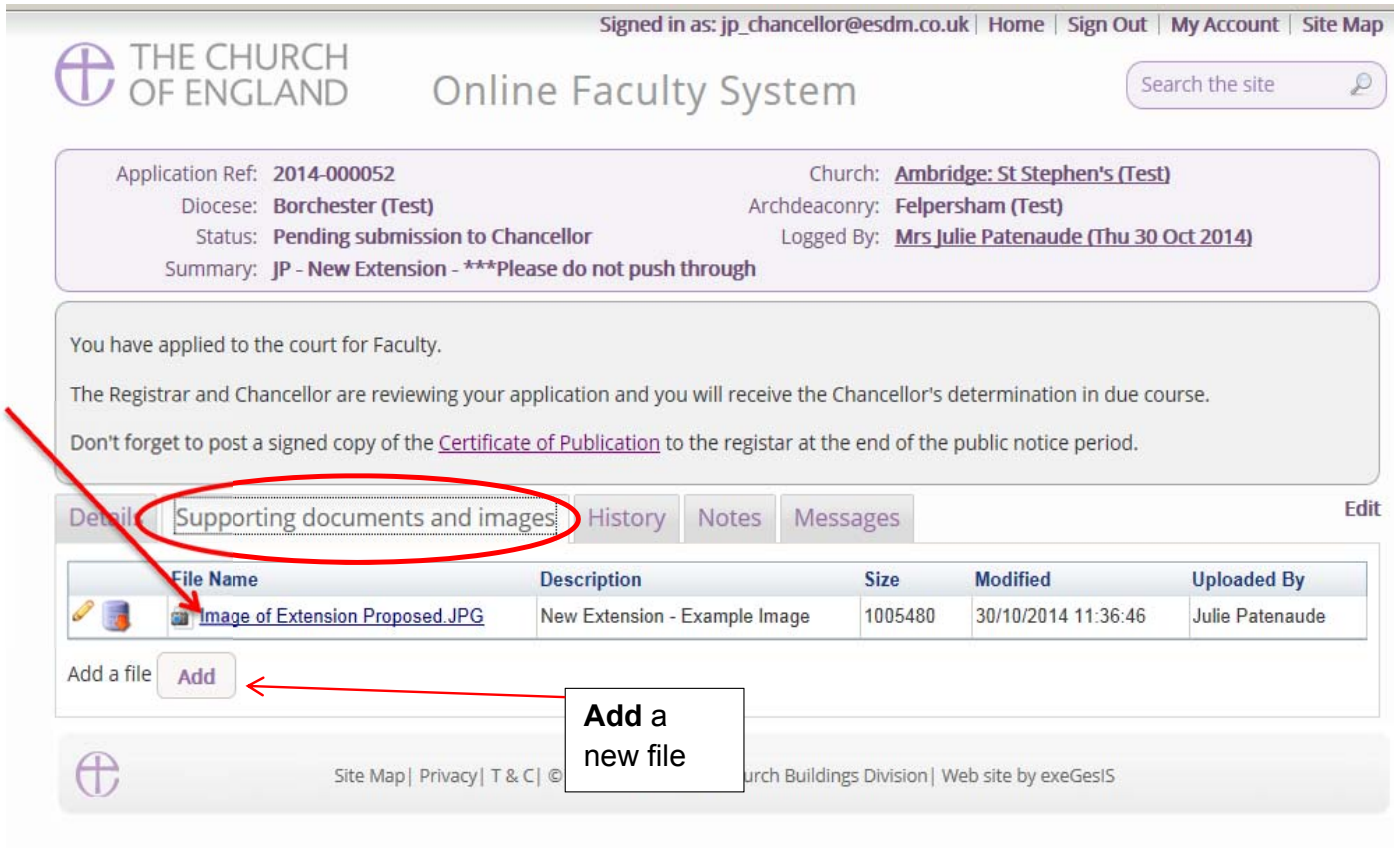
The legal forms are found here.

Click the **Edit** icon to make changes to a form.

Click here to **exit** the case file

The status icon tells you if a form is complete or in progress.

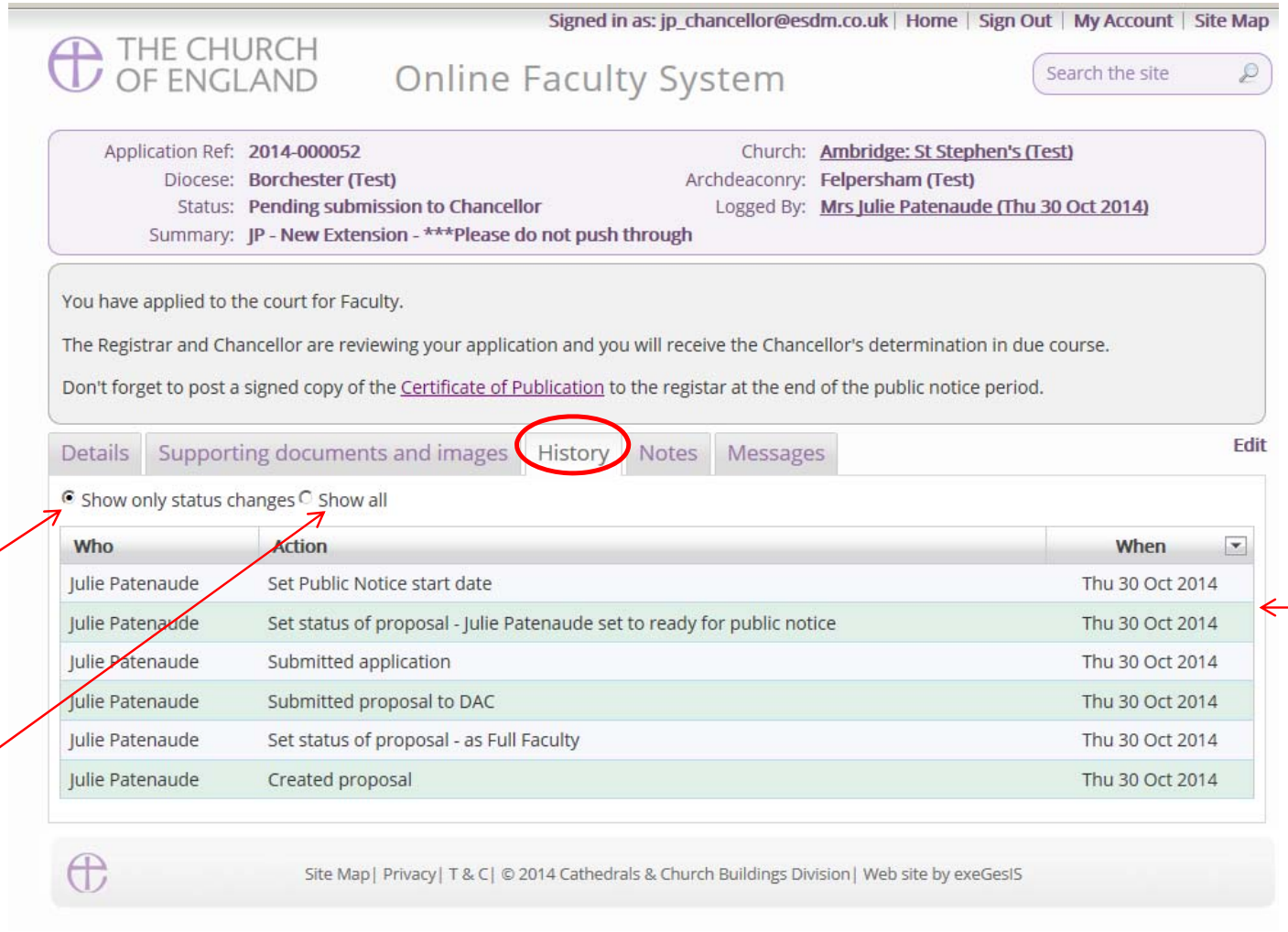
3. Under the **Supporting Documents and Images** tab, you can attach any additional information to support your application. This could include architectural drawings, photographs, archaeological reports, or advice letters following consultation with amenity societies.


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000052
Diocese: Borchester (Test)
Status: Pending submission to Chancellor
Summary: JP - New Extension - ***Please do not push through
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Julie Patenaude (Thu 30 Oct 2014)
You have applied to the court for Faculty.
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.
Don't forget to post a signed copy of the Certificate of Publication to the registar at the end of the public notice period.
Details
Supporting documents and images
History
Notes
Messages
Edit
File Name
Description
Size
Modified
Uploaded By
Image of Extension Proposed.JPG
New Extension - Example Image
1005480
30/10/2014 11:36:46
Julie Patenaude
Add a file
Add
Site Map | Privacy | T & C | ©
urch Buildings Division | Web site by exeGesIS

Click on a file to open it.

Add a new file

4. Under the **History** tab, you can see who has been working on an application and when they completed a specific task.


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000052
Diocese: Borchester (Test)
Status: Pending submission to Chancellor
Summary: JP - New Extension - ***Please do not push through
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Julie Patenaude (Thu 30 Oct 2014)
You have applied to the court for Faculty.
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.
Don't forget to post a signed copy of the Certificate of Publication to the registar at the end of the public notice period.
Details
Supporting documents and images
History
Notes
Messages
Edit
Show only status changes
Show all
Who
Action
When
Julie Patenaude | Set Public Notice start date | Thu 30 Oct 2014
Julie Patenaude | Set status of proposal - Julie Patenaude set to ready for public notice | Thu 30 Oct 2014
Julie Patenaude | Submitted application | Thu 30 Oct 2014
Julie Patenaude | Submitted proposal to DAC | Thu 30 Oct 2014
Julie Patenaude | Set status of proposal - as Full Faculty | Thu 30 Oct 2014
Julie Patenaude | Created proposal | Thu 30 Oct 2014
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You can choose to see only the details of completed tasks (status changes).

Or

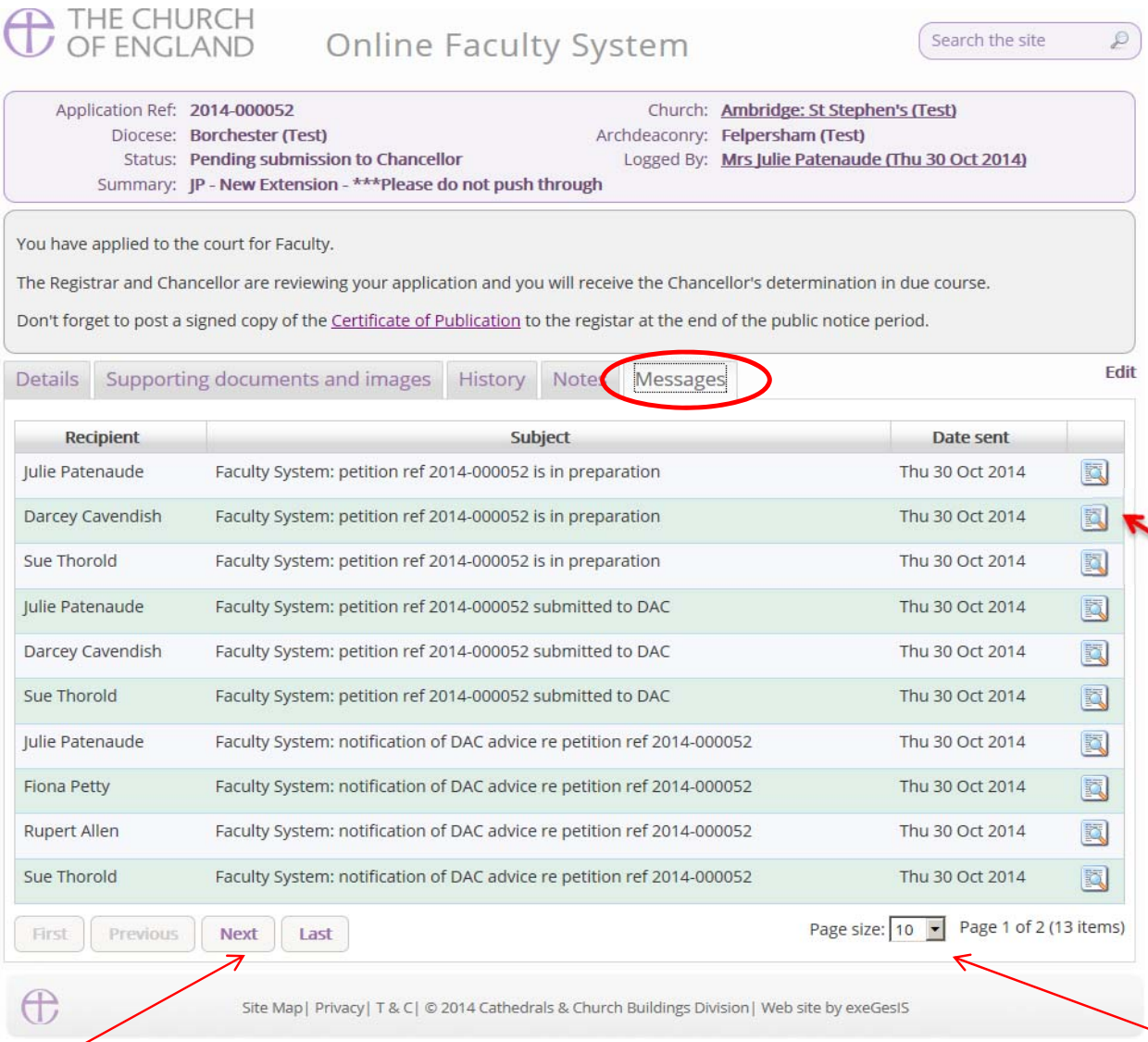
You can choose to see all the details every time some worked on this case file.

See who worked on this application.

What they did.

And when.

6. Finally, the **Messages** tab allows you to find all the emails the Online Faculty System sent to you regarding this particular application.


THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000052
Diocese: Borchester (Test)
Status: Pending submission to Chancellor
Summary: JP - New Extension - ***Please do not push through
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Julie Patenaude (Thu 30 Oct 2014)
You have applied to the court for Faculty.
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.
Don't forget to post a signed copy of the Certificate of Publication to the registar at the end of the public notice period.
Details
Supporting documents and images
History
Notes
Messages
Edit
Recipient
Subject
Date sent
Julie Patenaude | Faculty System: petition ref 2014-000052 is in preparation | Thu 30 Oct 2014
Darcey Cavendish | Faculty System: petition ref 2014-000052 is in preparation | Thu 30 Oct 2014
Sue Thorold | Faculty System: petition ref 2014-000052 is in preparation | Thu 30 Oct 2014
Julie Patenaude | Faculty System: petition ref 2014-000052 submitted to DAC | Thu 30 Oct 2014
Darcey Cavendish | Faculty System: petition ref 2014-000052 submitted to DAC | Thu 30 Oct 2014
Sue Thorold | Faculty System: petition ref 2014-000052 submitted to DAC | Thu 30 Oct 2014
Julie Patenaude | Faculty System: notification of DAC advice re petition ref 2014-000052 | Thu 30 Oct 2014
Fiona Petty | Faculty System: notification of DAC advice re petition ref 2014-000052 | Thu 30 Oct 2014
Rupert Allen | Faculty System: notification of DAC advice re petition ref 2014-000052 | Thu 30 Oct 2014
Sue Thorold | Faculty System: notification of DAC advice re petition ref 2014-000052 | Thu 30 Oct 2014
First
Previous
Next
Last
Page size: 10
Page 1 of 2 (13 items)
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

See who received the email, what the subject was, and when it was sent.

Click on the **View** icon to read an email

Change how many emails you see at any one time

Navigate through the pages.

Receiving Emails from the Online Faculty System

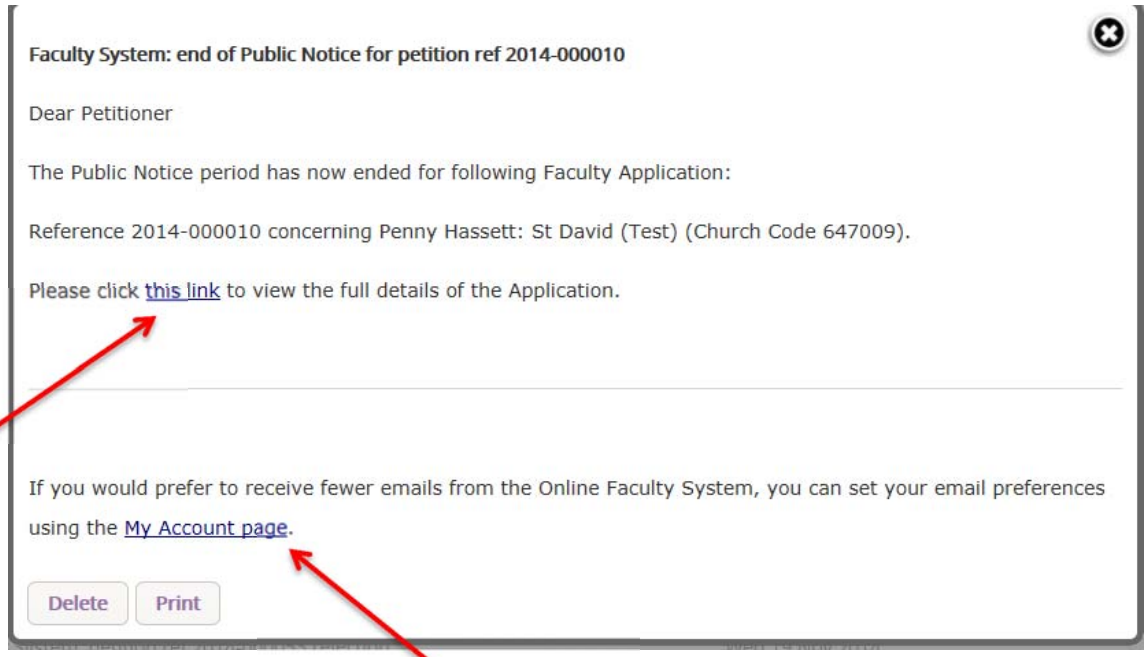
The Online Faculty System automatically sends out emails to the appropriate users at key moments in the faculty process.

You can view your emails in three different locations:

1. In your regular email inbox (e.g. Outlook, Gmail, Hotmail accounts)
2. On your Dashboard under the Messages tab (see *Navigating your Dashboard* page 14)
3. In each individual case file under the Messages tab (see *Navigating a Case File* page 19)

As an Applicant, you will receive an email from the Online Faculty System every time:

1. The DAC returns an application to you with comments
2. At the end of the public notice period
3. The Registrar informs you of the Chancellor's determination


Faculty System: end of Public Notice for petition ref 2014-000010
Dear Petitioner
The Public Notice period has now ended for following Faculty Application:
Reference 2014-000010 concerning Penny Hassett: St David (Test) (Church Code 647009).
Please click this link to view the full details of the Application.
If you would prefer to receive fewer emails from the Online Faculty System, you can set your email preferences using the My Account page.
Delete
Print

Click on the link to open the application's case file.

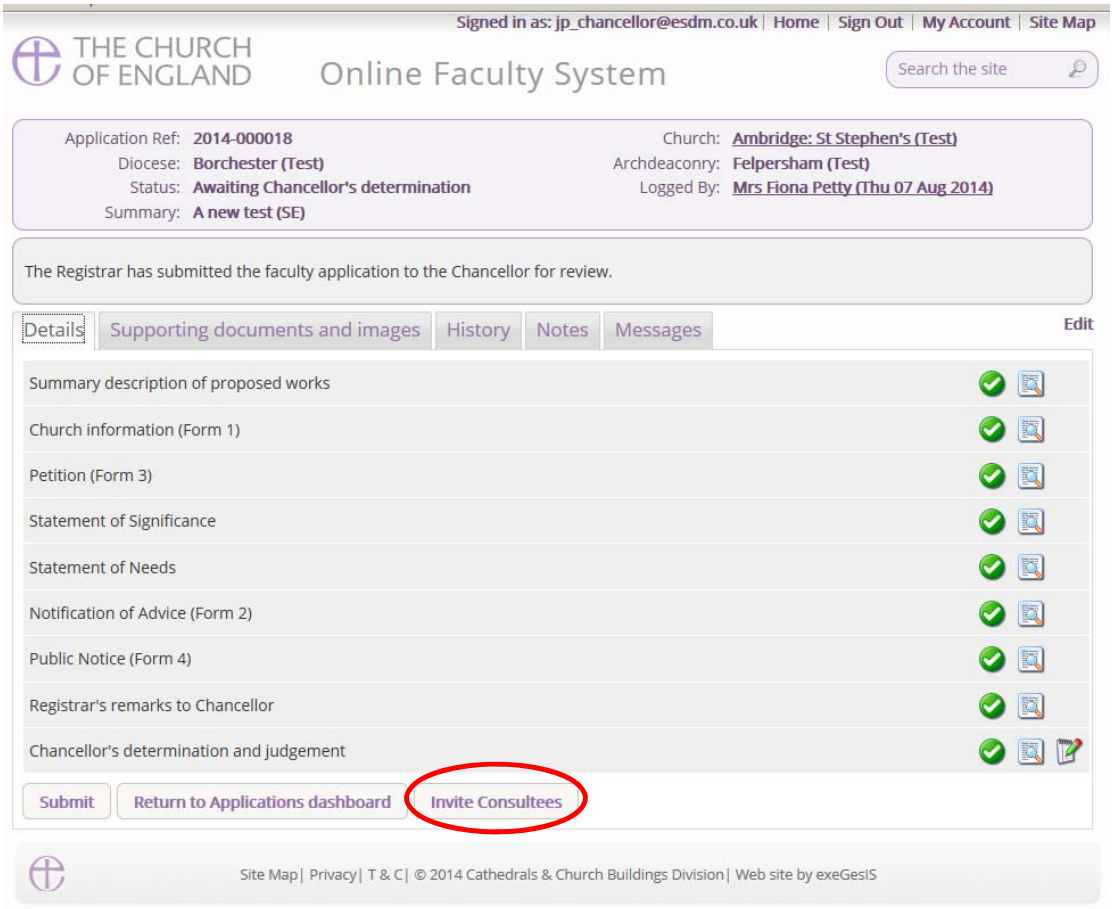
You will be asked to Sign In before you are given access to the documents.

Click here to change the way you receive emails and manage your account.

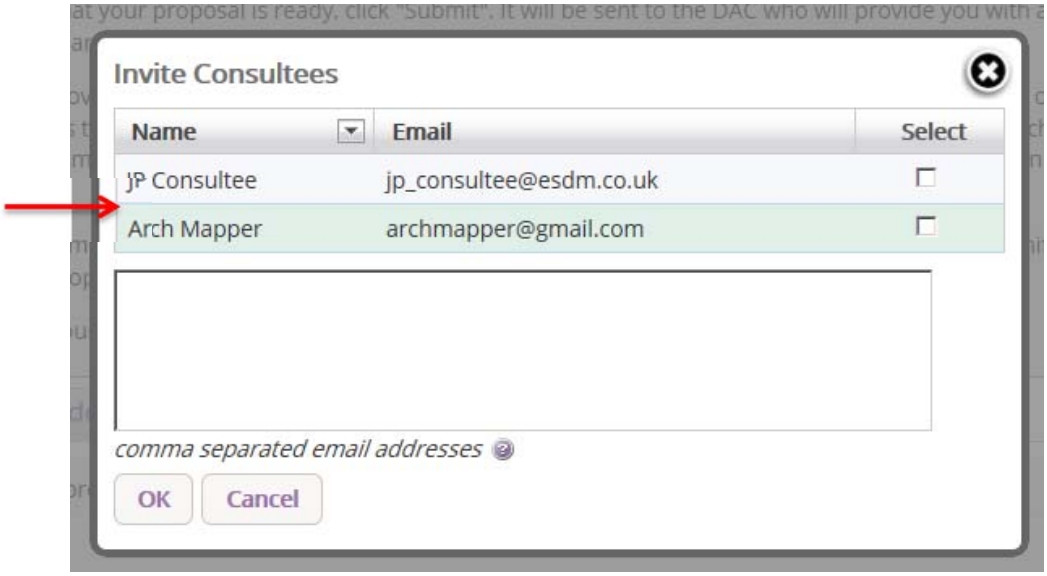
Inviting External Consultees to View an Application

In circumstances where you need to send the application to external members for consultation,

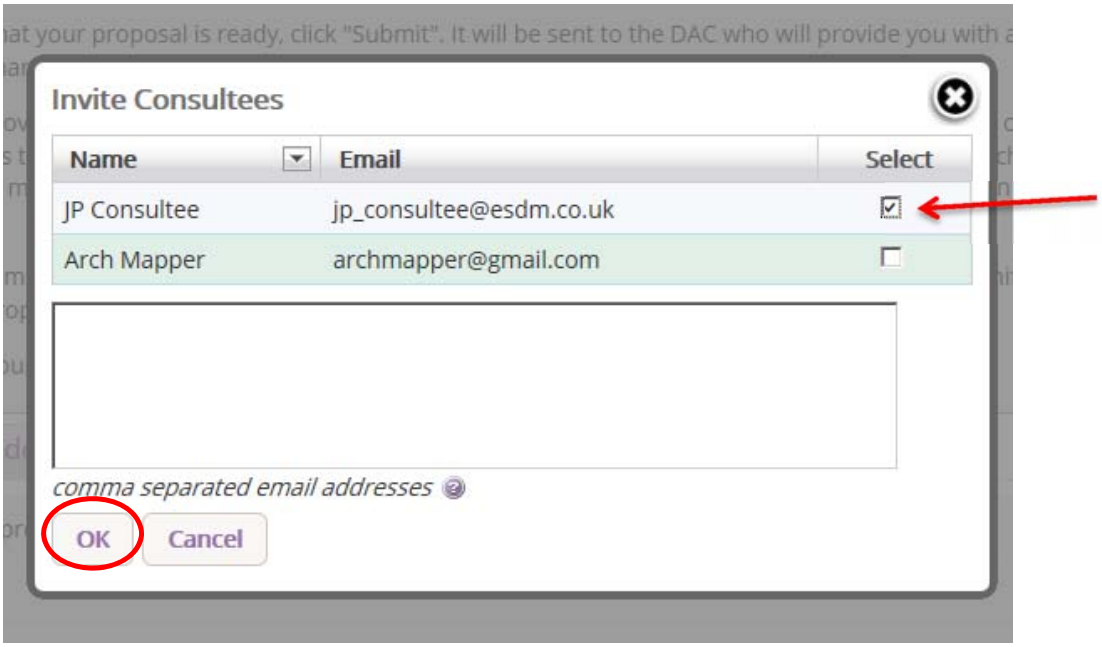
1. Go to an application's case file (see *Navigating a Case File* page 19)
2. Click **Invite Consultee**


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000018
Diocese: Borchester (Test)
Status: Awaiting Chancellor's determination
Summary: A new test (SE)
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Fiona Petty (Thu 07 Aug 2014)
The Registrar has submitted the faculty application to the Chancellor for review.
Details
Supporting documents and images
History
Notes
Messages
Edit
Summary description of proposed works
Church information (Form 1)
Petition (Form 3)
Statement of Significance
Statement of Needs
Notification of Advice (Form 2)
Public Notice (Form 4)
Registrar's remarks to Chancellor
Chancellor's determination and judgement
Submit
Return to Applications dashboard
Invite Consultees
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

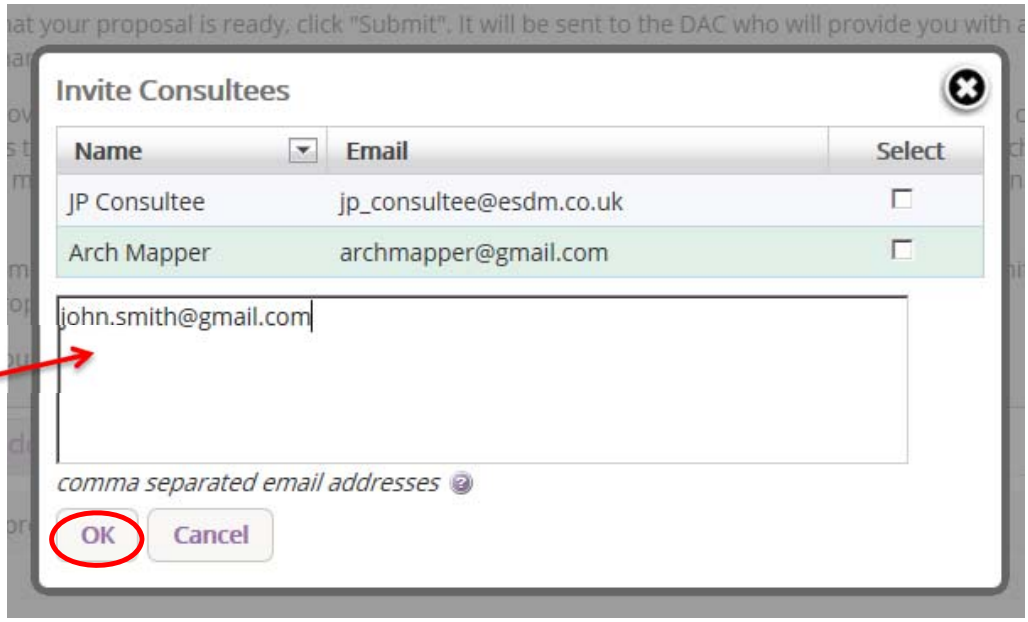
3. See if the individual(s) to whom you are sending the application is already registered



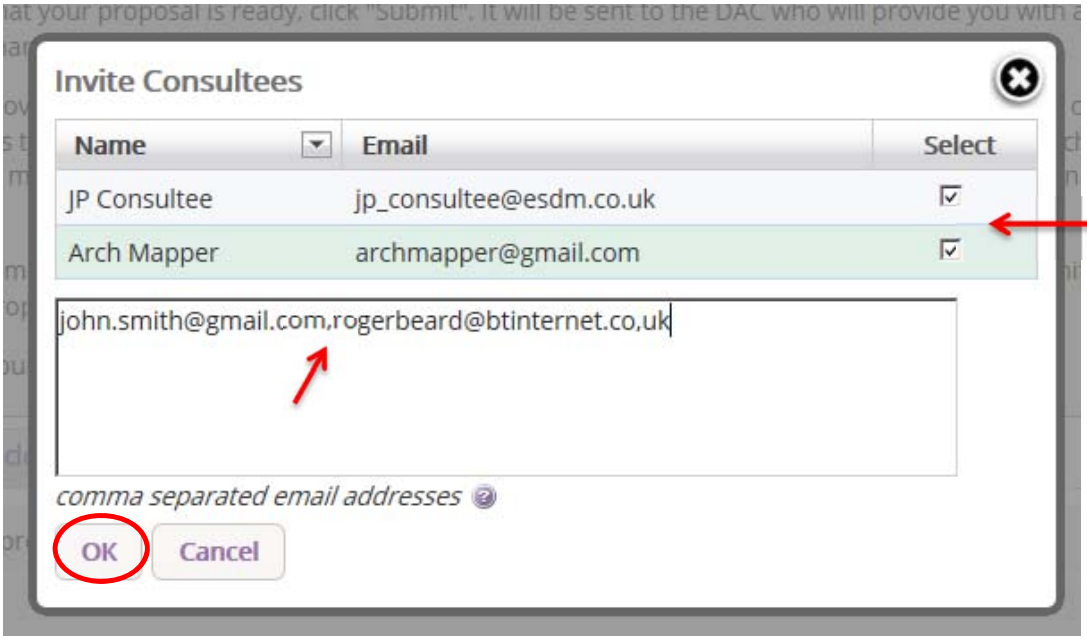
4. If yes, **select them** from the list and click **Ok** to invite that consultee



5. If the individual(s) to whom you are sending the application is not already registered, **enter their email address** in the box below and click **Ok** to send.



6. You can invite more than one person at a time to view your application. Select as many registered consultees as you need from the main list and/or enter multiple email addresses of unregistered consultees in the box below (separate email addresses with a comma only).

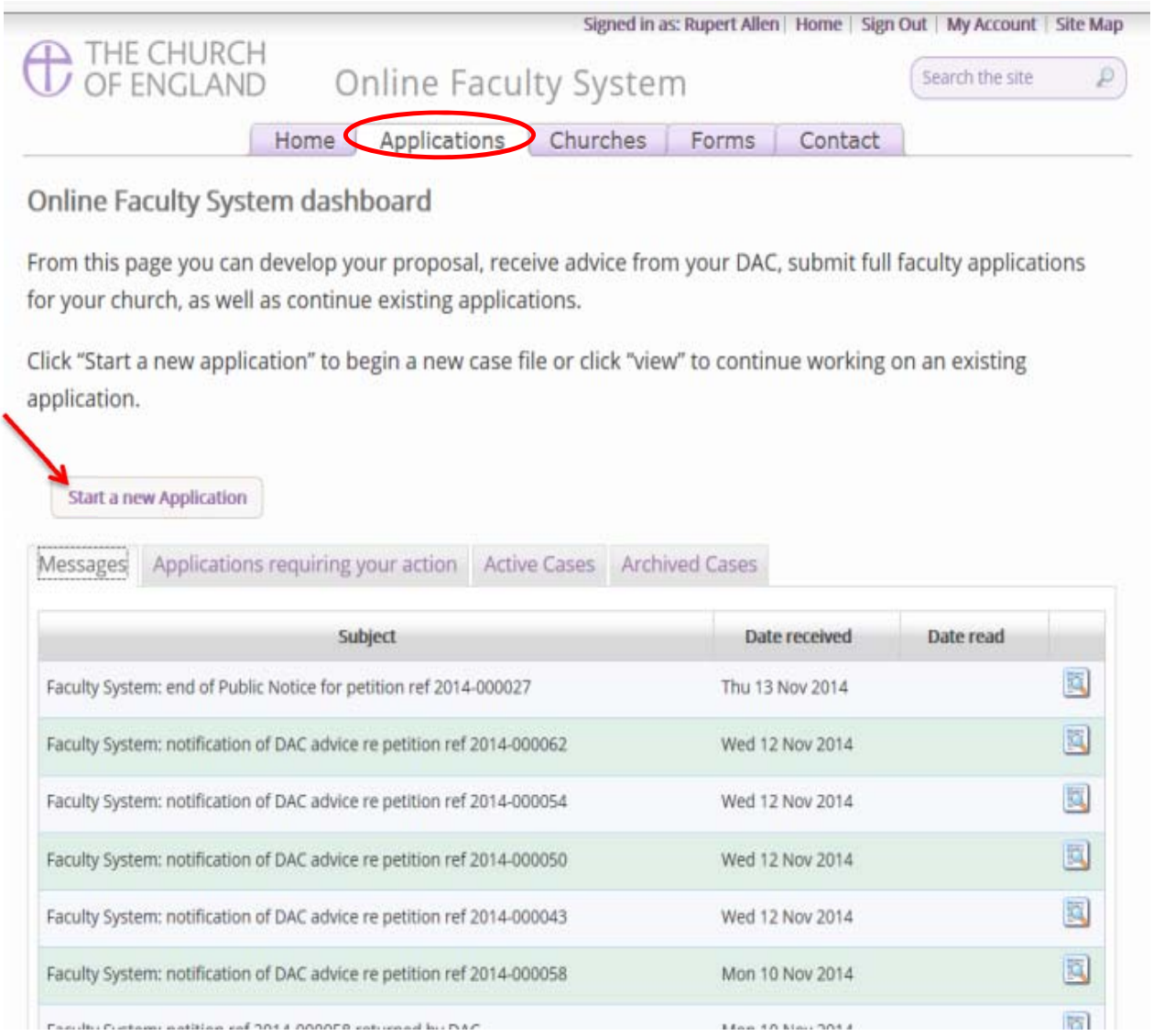


N.B. You should contact your DAC before inviting external consultees to view your application as some offices will do this for you.

Starting a Faculty Application

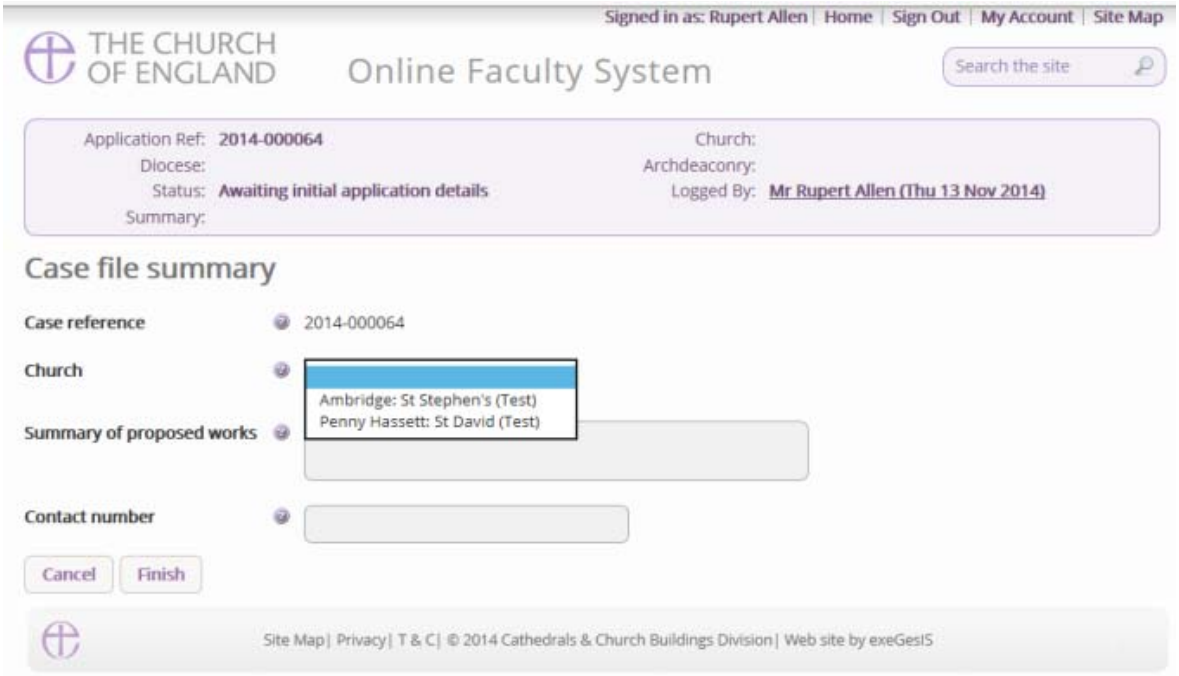
When you are ready to begin a Faculty application:

1. Go to the main page https://facultyonline.churchofengland.org
2. Sign In
3. Click on the **Applications** tab
4. Click on **Start a new Application**

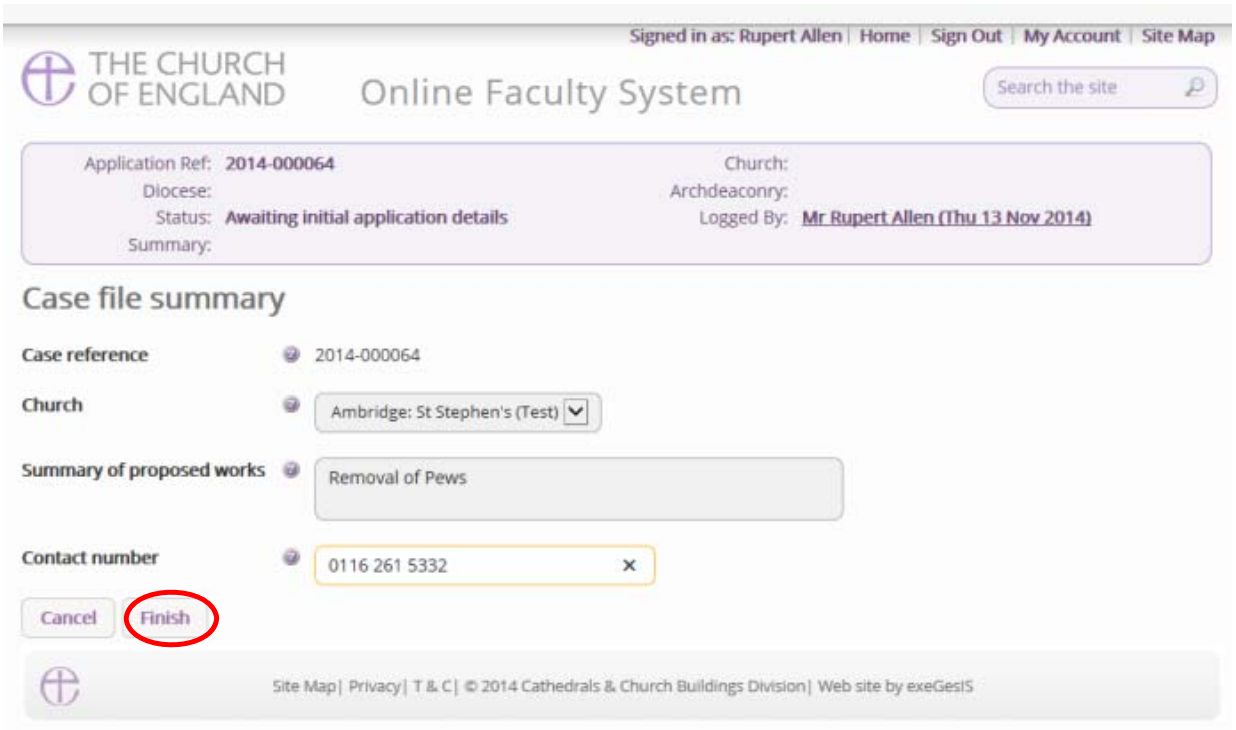

Signed in as: Rupert Allen | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Home
Applications
Churches
Forms
Contact
Online Faculty System dashboard
From this page you can develop your proposal, receive advice from your DAC, submit full faculty applications for your church, as well as continue existing applications.
Click "Start a new application" to begin a new case file or click "view" to continue working on an existing application.
Start a new Application
Messages
Applications requiring your action
Active Cases
Archived Cases
Subject
Date received
Date read
Faculty System: end of Public Notice for petition ref 2014-000027
Thu 13 Nov 2014
Faculty System: notification of DAC advice re petition ref 2014-000062
Wed 12 Nov 2014
Faculty System: notification of DAC advice re petition ref 2014-000054
Wed 12 Nov 2014
Faculty System: notification of DAC advice re petition ref 2014-000050
Wed 12 Nov 2014
Faculty System: notification of DAC advice re petition ref 2014-000043
Wed 12 Nov 2014
Faculty System: notification of DAC advice re petition ref 2014-000058
Mon 10 Nov 2014

Case File Summary

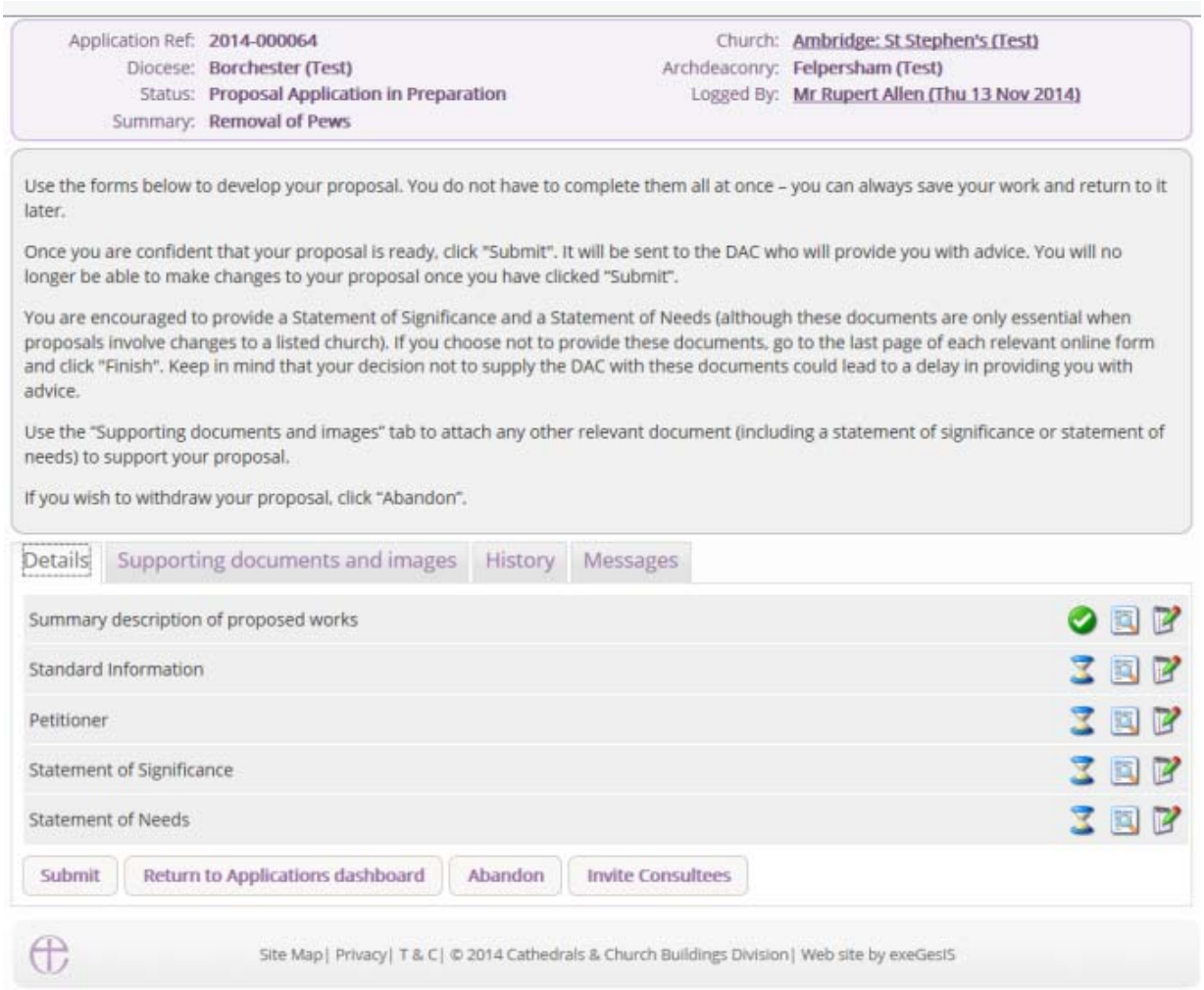
1. Complete the Case File Summary
    a. If you have **registered for only one church**, this will appear automatically under Church
    b. If you have **registered for multiple churches**, click on the arrow to the right of the church box to produce a drop down menu and select the appropriate church building


Signed in as: Rupert Allen | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000064
Diocese:
Status: Awaiting initial application details
Summary:
Church:
Archdeaconry:
Logged By: Mr Rupert Allen (Thu 13 Nov 2014)
Case file summary
Case reference
2014-000064
Church
Ambridge: St Stephen's (Test)
Penny Hassett: St David (Test)
Summary of proposed works
Contact number
Cancel
Finish
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

2. Enter a **brief** summary (max 10 words) of the works into the **Summary of proposed works box**
3. Enter a contact telephone number into the next box
4. Click **Finish**


Signed in as: Rupert Allen | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000064
Diocese:
Status: Awaiting initial application details
Summary:
Church:
Archdeaconry:
Logged By: Mr Rupert Allen (Thu 13 Nov 2014)
Case file summary
Case reference
2014-000064
Church
Ambridge: St Stephen's (Test)
Summary of proposed works
Removal of Pews
Contact number
0116 261 5332
Cancel
Finish
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

You have successfully begun a new faculty proposal and created a case file.


Application Ref: 2014-000064
Diocese: Borchester (Test)
Status: Proposal Application in Preparation
Summary: Removal of Pews
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mr Rupert Allen (Thu 13 Nov 2014)
Use the forms below to develop your proposal. You do not have to complete them all at once – you can always save your work and return to it later.
Once you are confident that your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with advice. You will no longer be able to make changes to your proposal once you have clicked "Submit".
You are encouraged to provide a Statement of Significance and a Statement of Needs (although these documents are only essential when proposals involve changes to a listed church). If you choose not to provide these documents, go to the last page of each relevant online form and click "Finish". Keep in mind that your decision not to supply the DAC with these documents could lead to a delay in providing you with advice.
Use the "Supporting documents and images" tab to attach any other relevant document (including a statement of significance or statement of needs) to support your proposal.
If you wish to withdraw your proposal, click "Abandon".
Details
Supporting documents and images
History
Messages
Summary description of proposed works
Standard Information
Petitioner
Statement of Significance
Statement of Needs
Submit
Return to Applications dashboard
Abandon
Invite Consultees
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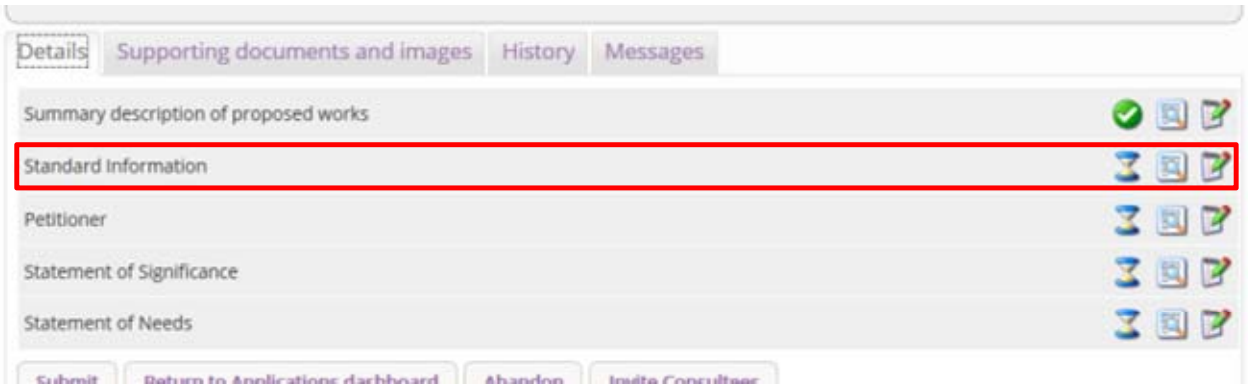
For more on navigating a case file, see page 19.

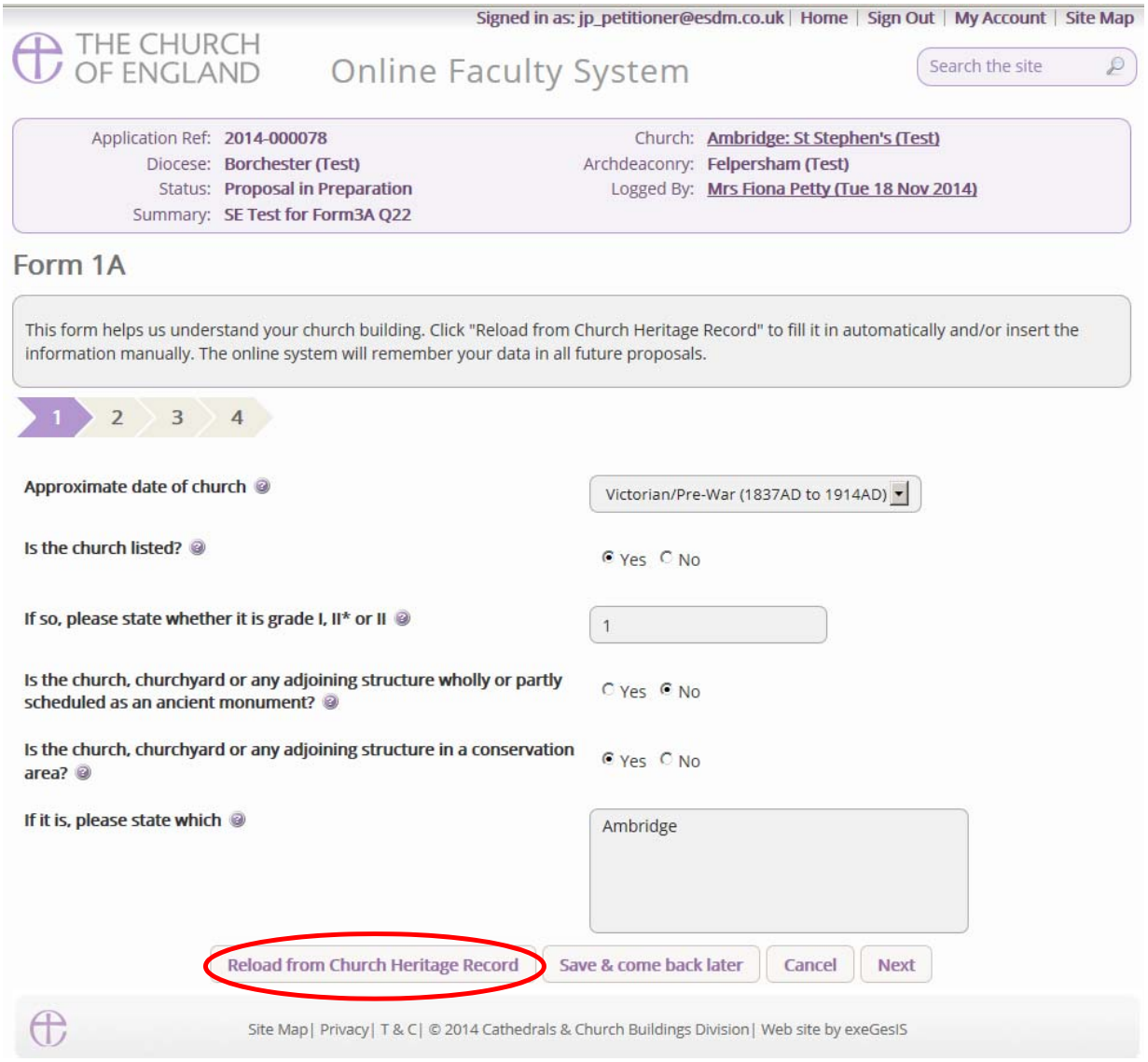
Before proceeding any further, you should contact your DAC Secretary to find out what type of information is required by them when seeking informal and formal advice.

Standard Information

1. Complete the Standard Information Form. Click the **Edit** icon.



2. **First**, click **Reload from Church Heritage Record**. If your church building's record has already been completed by the DAC or the CCB, this information will automatically fill in the Standard Information Form for you.


Signed in as: jp_petitioner@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000078
Diocese: Borchester (Test)
Status: Proposal in Preparation
Summary: SE Test for Form3A Q22
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Fiona Petty (Tue 18 Nov 2014)
Form 1A
This form helps us understand your church building. Click "Reload from Church Heritage Record" to fill it in automatically and/or insert the information manually. The online system will remember your data in all future proposals.
1 2 3 4
Approximate date of church
Victorian/Pre-War (1837AD to 1914AD)
Is the church listed?
Yes No
If so, please state whether it is grade I, II* or II
1
Is the church, churchyard or any adjoining structure wholly or partly scheduled as an ancient monument?
Yes No
Is the church, churchyard or any adjoining structure in a conservation area?
Yes No
If it is, please state which
Ambridge
Reload from Church Heritage Record
Save & come back later
Cancel
Next
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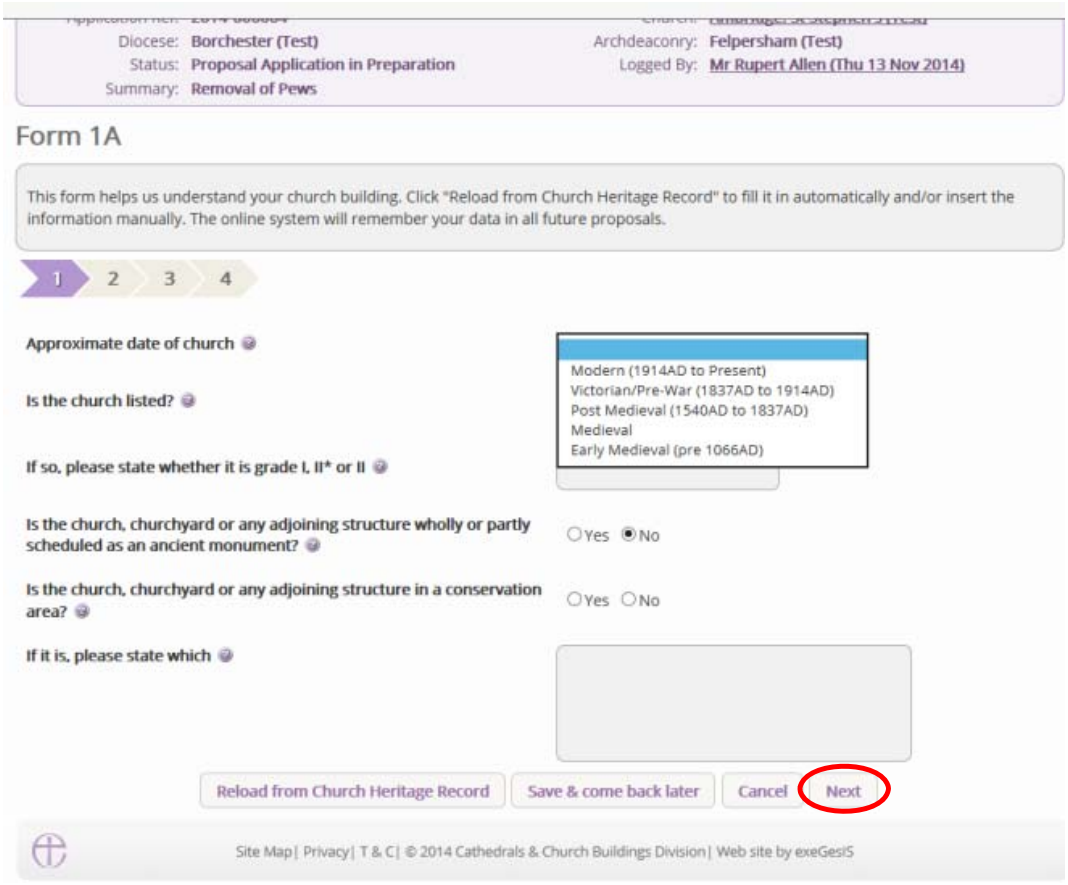
3. You will get this prompt. Any information you have already entered yourself will be overwritten. **Click Ok** to proceed or press cancel to complete the form manually.

Reload from the CHR
Warning: this will overwrite any existing information on the form with data from the Church Heritage Record. Please check the CHR first. Would you like to proceed?
Ok
Cancel

4. Insert any missing information manually, and **click Next** to continue on to the next page. At any time, you can save your work and return to it another day by clicking **Save & come back later**


Diocese: Borchester (Test)
Archdeaconry: Felpersham (Test)
Status: Proposal Application in Preparation
Logged By: Mr Rupert Allen (Thu 13 Nov 2014)
Summary: Removal of Pews
Form 1A
This form helps us understand your church building. Click "Reload from Church Heritage Record" to fill it in automatically and/or insert the information manually. The online system will remember your data in all future proposals.
1 2 3 4
Approximate date of church
Modern (1914AD to Present)
Victorian/Pre-War (1837AD to 1914AD)
Post Medieval (1540AD to 1837AD)
Medieval
Early Medieval (pre 1066AD)
Is the church listed?
If so, please state whether it is grade I, II* or II
Is the church, churchyard or any adjoining structure wholly or partly scheduled as an ancient monument?
Yes No
Is the church, churchyard or any adjoining structure in a conservation area?
Yes No
If it is, please state which
Reload from Church Heritage Record
Save & come back later
Cancel
Next
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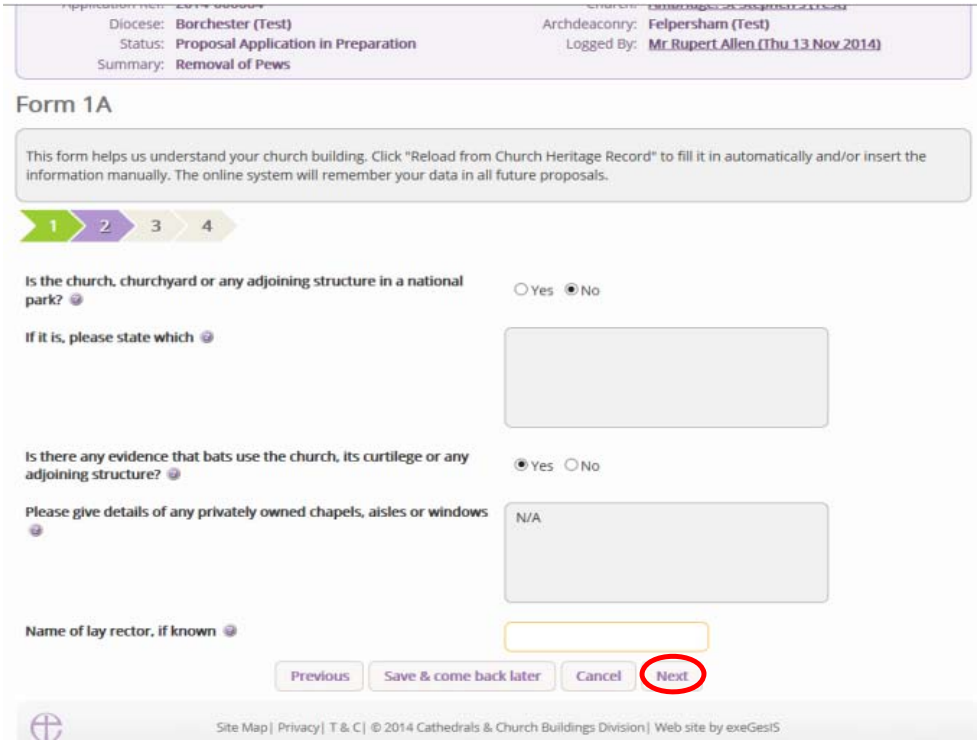
5. Complete the second page and click **Next**.


Diocese: Borchester (Test)
Archdeaconry: Felpersham (Test)
Status: Proposal Application in Preparation
Logged By: Mr Rupert Allen (Thu 13 Nov 2014)
Summary: Removal of Pews
Form 1A
This form helps us understand your church building. Click "Reload from Church Heritage Record" to fill it in automatically and/or insert the information manually. The online system will remember your data in all future proposals.
1 2 3 4
Is the church, churchyard or any adjoining structure in a national park?
Yes No
If it is, please state which
Is there any evidence that bats use the church, its curtilege or any adjoining structure?
Yes No
Please give details of any privately owned chapels, aisles or windows
N/A
Name of lay rector, if known
Previous
Save & come back later
Cancel
Next
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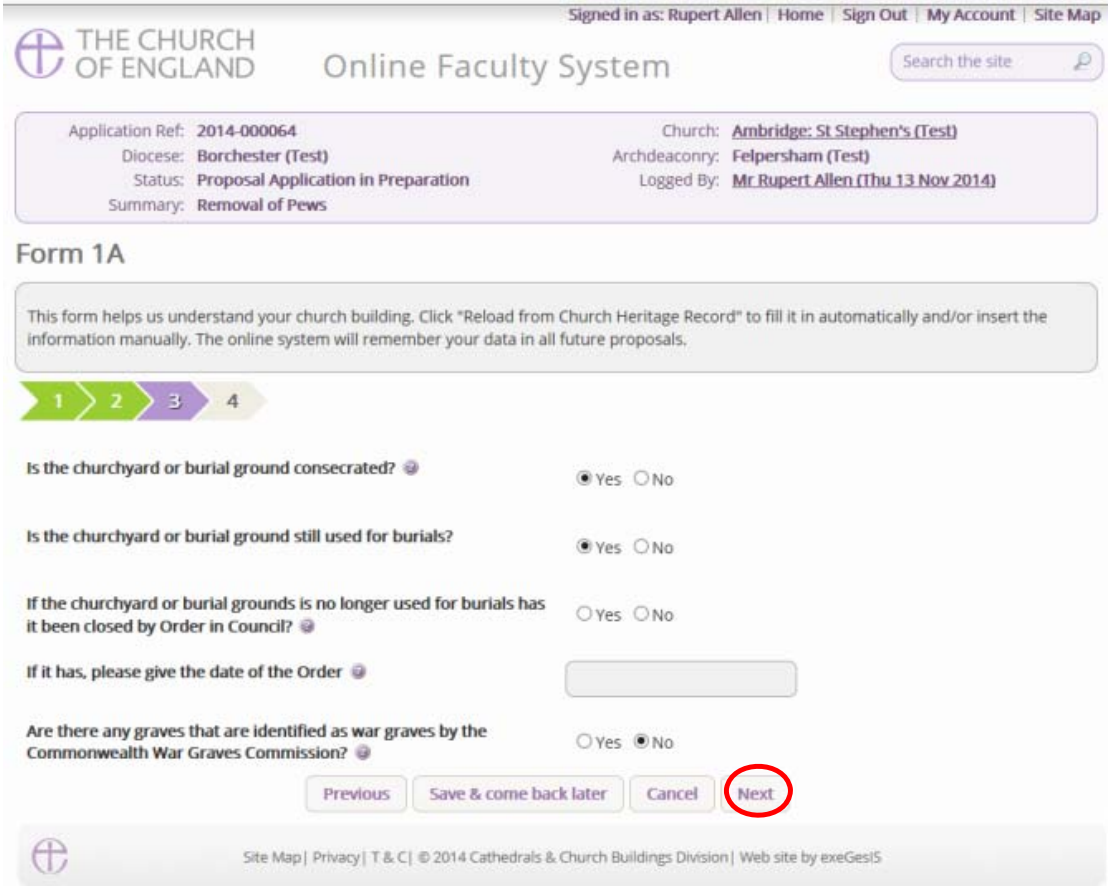
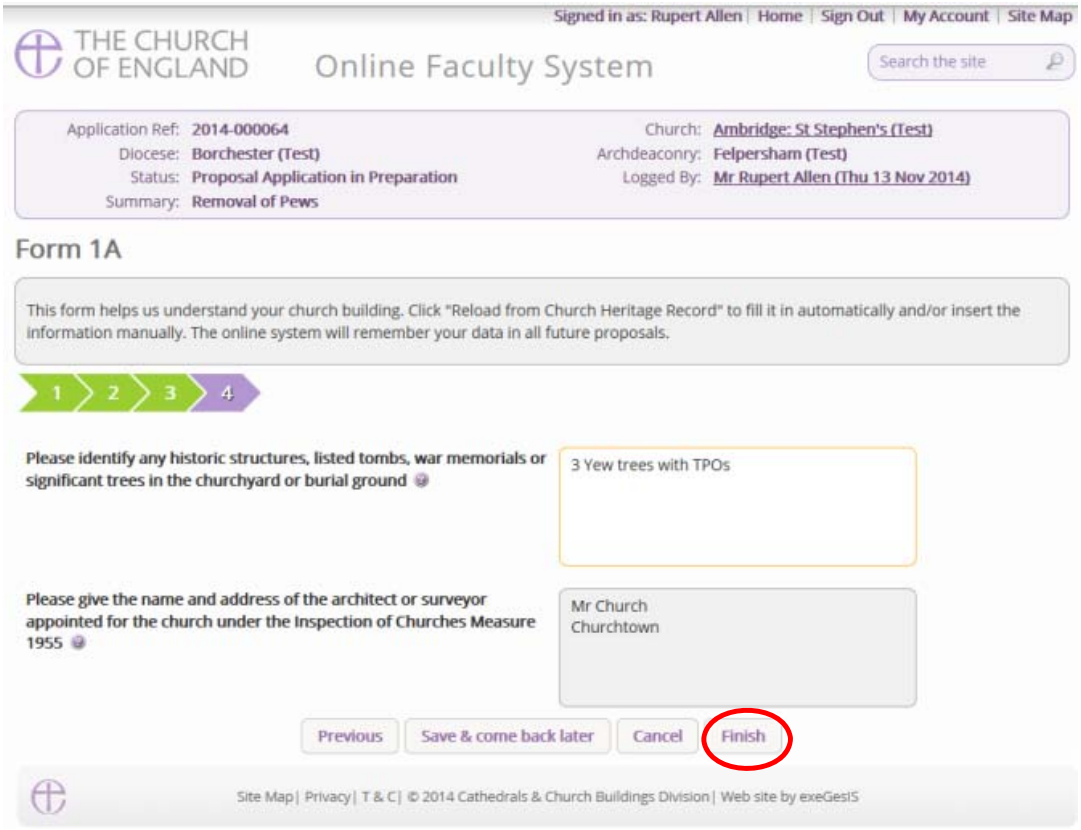
6. Complete the third page and click **Next.**


Signed in as: Rupert Allen | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000064
Diocese: Borchester (Test)
Status: Proposal Application in Preparation
Summary: Removal of Pews
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mr Rupert Allen (Thu 13 Nov 2014)
Form 1A
This form helps us understand your church building. Click "Reload from Church Heritage Record" to fill it in automatically and/or insert the information manually. The online system will remember your data in all future proposals.
1 2 3 4
Is the churchyard or burial ground consecrated? Yes No
Is the churchyard or burial ground still used for burials? Yes No
If the churchyard or burial grounds is no longer used for burials has it been closed by Order in Council? Yes No
If it has, please give the date of the Order
Are there any graves that are identified as war graves by the Commonwealth War Graves Commission? Yes No
Previous
Save & come back later
Cancel
Next
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

7. Complete the last page and click **Finish**


Signed in as: Rupert Allen | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000064
Diocese: Borchester (Test)
Status: Proposal Application in Preparation
Summary: Removal of Pews
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mr Rupert Allen (Thu 13 Nov 2014)
Form 1A
This form helps us understand your church building. Click "Reload from Church Heritage Record" to fill it in automatically and/or insert the information manually. The online system will remember your data in all future proposals.
1 2 3 4
Please identify any historic structures, listed tombs, war memorials or significant trees in the churchyard or burial ground
3 Yew trees with TPOs
Please give the name and address of the architect or surveyor appointed for the church under the Inspection of Churches Measure 1955
Mr Church
Churchtown
Previous
Save & come back later
Cancel
Finish
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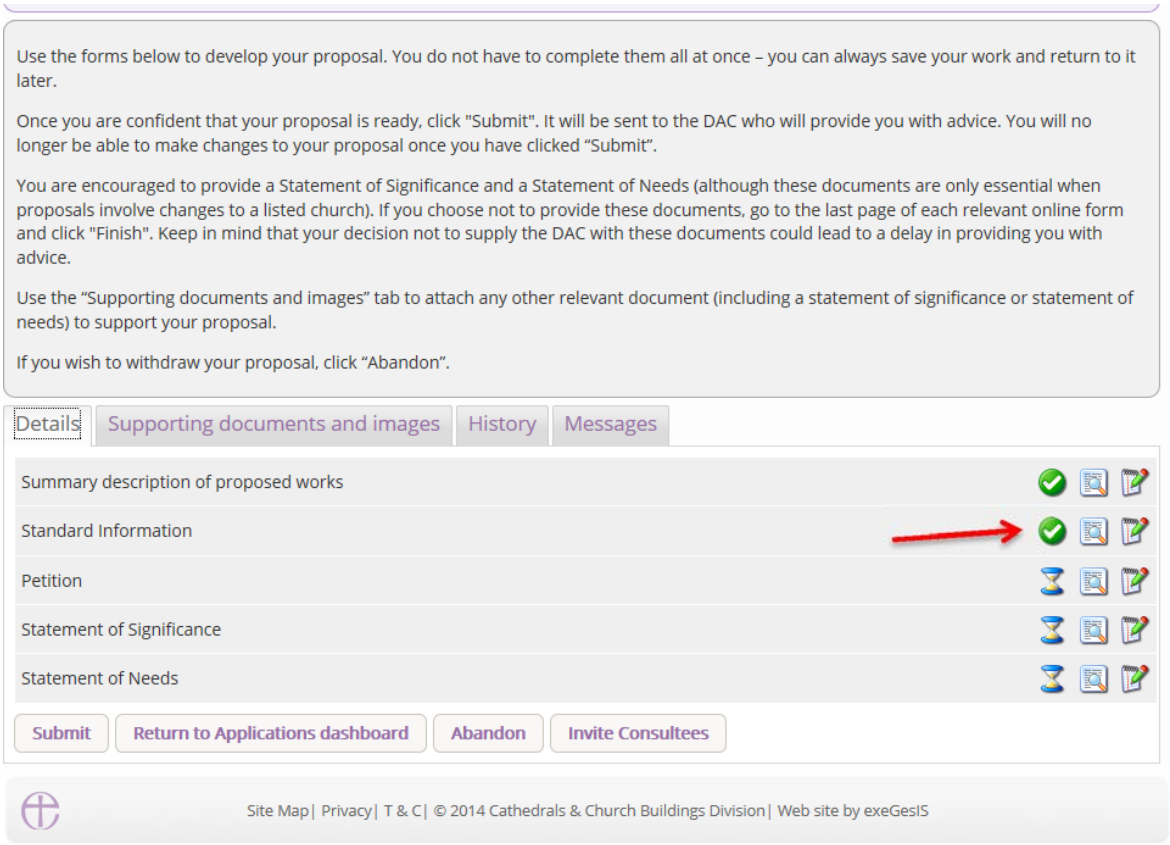
8. The form is now complete


Use the forms below to develop your proposal. You do not have to complete them all at once – you can always save your work and return to it later.
Once you are confident that your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with advice. You will no longer be able to make changes to your proposal once you have clicked "Submit".
You are encouraged to provide a Statement of Significance and a Statement of Needs (although these documents are only essential when proposals involve changes to a listed church). If you choose not to provide these documents, go to the last page of each relevant online form and click "Finish". Keep in mind that your decision not to supply the DAC with these documents could lead to a delay in providing you with advice.
Use the "Supporting documents and images" tab to attach any other relevant document (including a statement of significance or statement of needs) to support your proposal.
If you wish to withdraw your proposal, click "Abandon".
Details
Supporting documents and images
History
Messages
Summary description of proposed works
Standard Information
Petition
Statement of Significance
Statement of Needs
Submit
Return to Applications dashboard
Abandon
Invite Consultees
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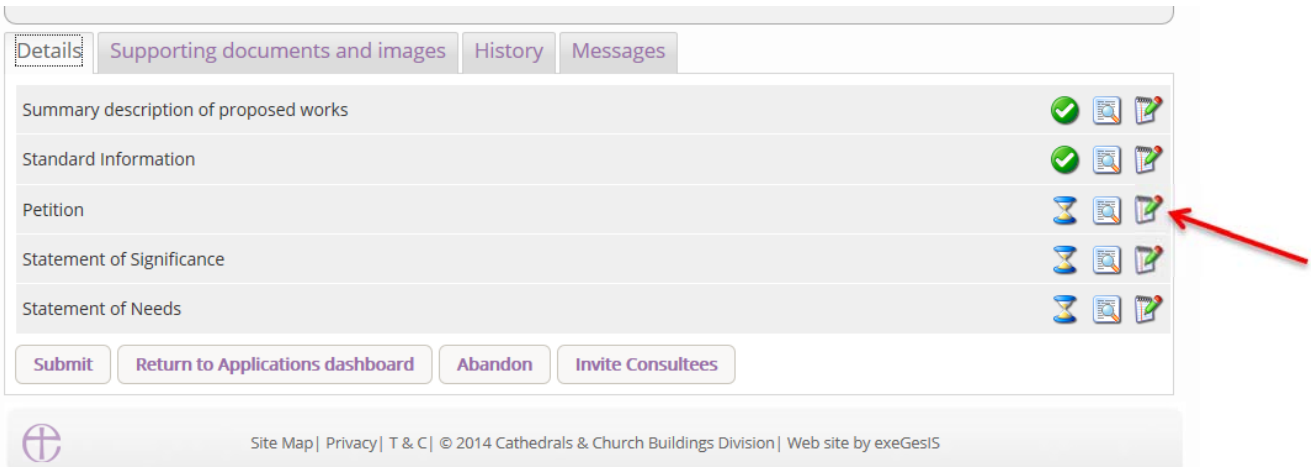
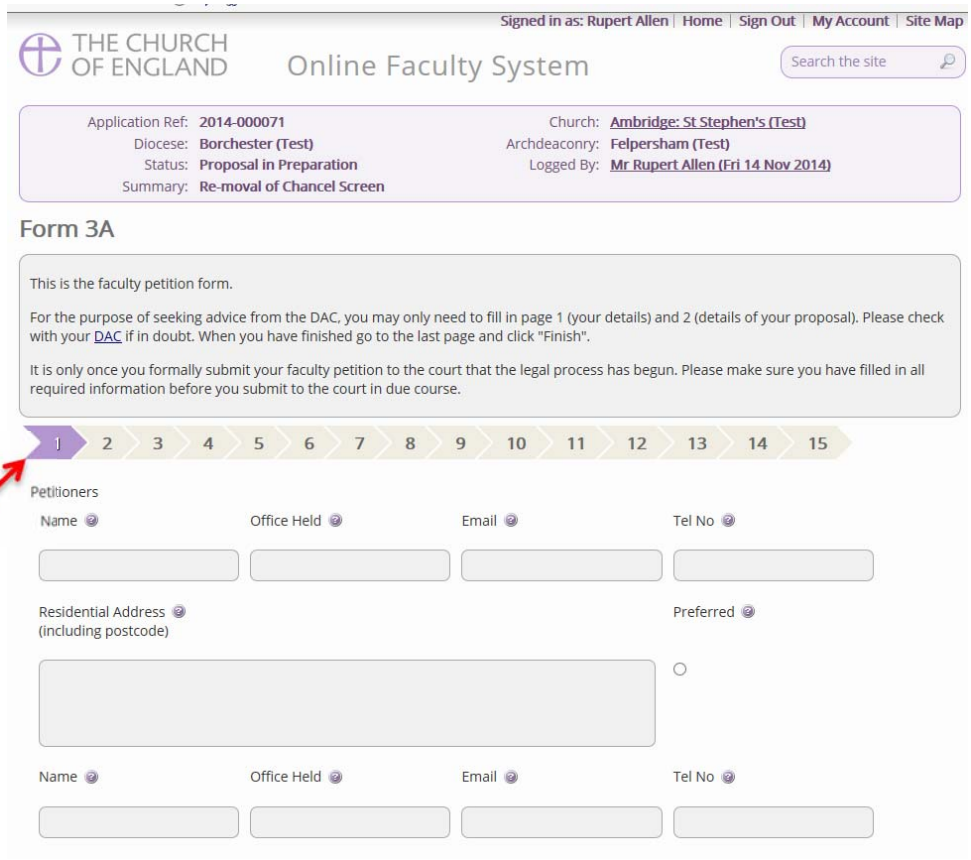
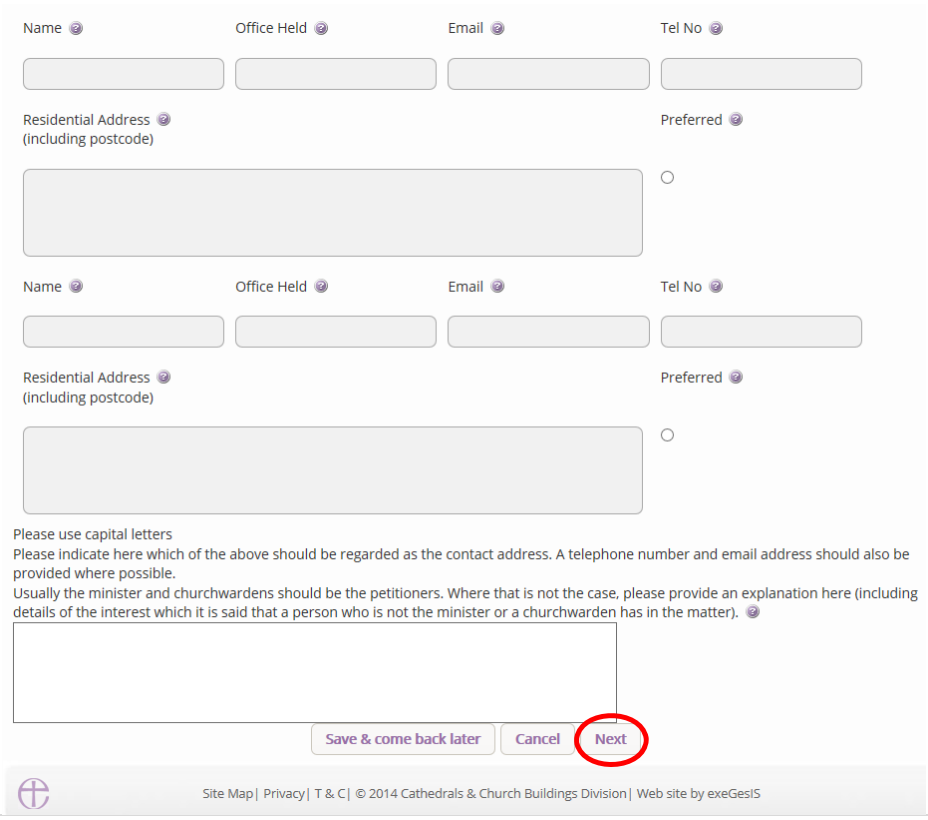
Petition

1. You will need to begin filling out the **petition** form. Contact your DAC Secretary first to find out <u>exactly</u> what information they require from you so that they might provide their advice. This will differ between dioceses.
2. Click the **Edit** icon to begin



3. Navigate the petition form by selecting a **specific step** on the row of numbers at the top of the page or by **Next** at the bottom of the page.
4. At any time, you can save your work and return to it another day by clicking **Save & come back later**


Signed in as: Rupert Allen | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000071
Diocese: Borchester (Test)
Status: Proposal in Preparation
Summary: Re-moval of Chancel Screen
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mr Rupert Allen (Fri 14 Nov 2014)
Form 3A
This is the faculty petition form.
For the purpose of seeking advice from the DAC, you may only need to fill in page 1 (your details) and 2 (details of your proposal). Please check with your DAC if in doubt. When you have finished go to the last page and click "Finish".
It is only once you formally submit your faculty petition to the court that the legal process has begun. Please make sure you have filled in all required information before you submit to the court in due course.
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
Petitioners
Name
Office Held
Email
Tel No
Residential Address (including postcode)
Preferred
Name
Office Held
Email
Tel No


Name
Office Held
Email
Tel No
Residential Address (including postcode)
Preferred
Name
Office Held
Email
Tel No
Residential Address (including postcode)
Preferred
Please use capital letters
Please indicate here which of the above should be regarded as the contact address. A telephone number and email address should also be provided where possible.
Usually the minister and churchwardens should be the petitioners. Where that is not the case, please provide an explanation here (including details of the interest which it is said that a person who is not the minister or a churchwarden has in the matter).
Save & come back later
Cancel
Next
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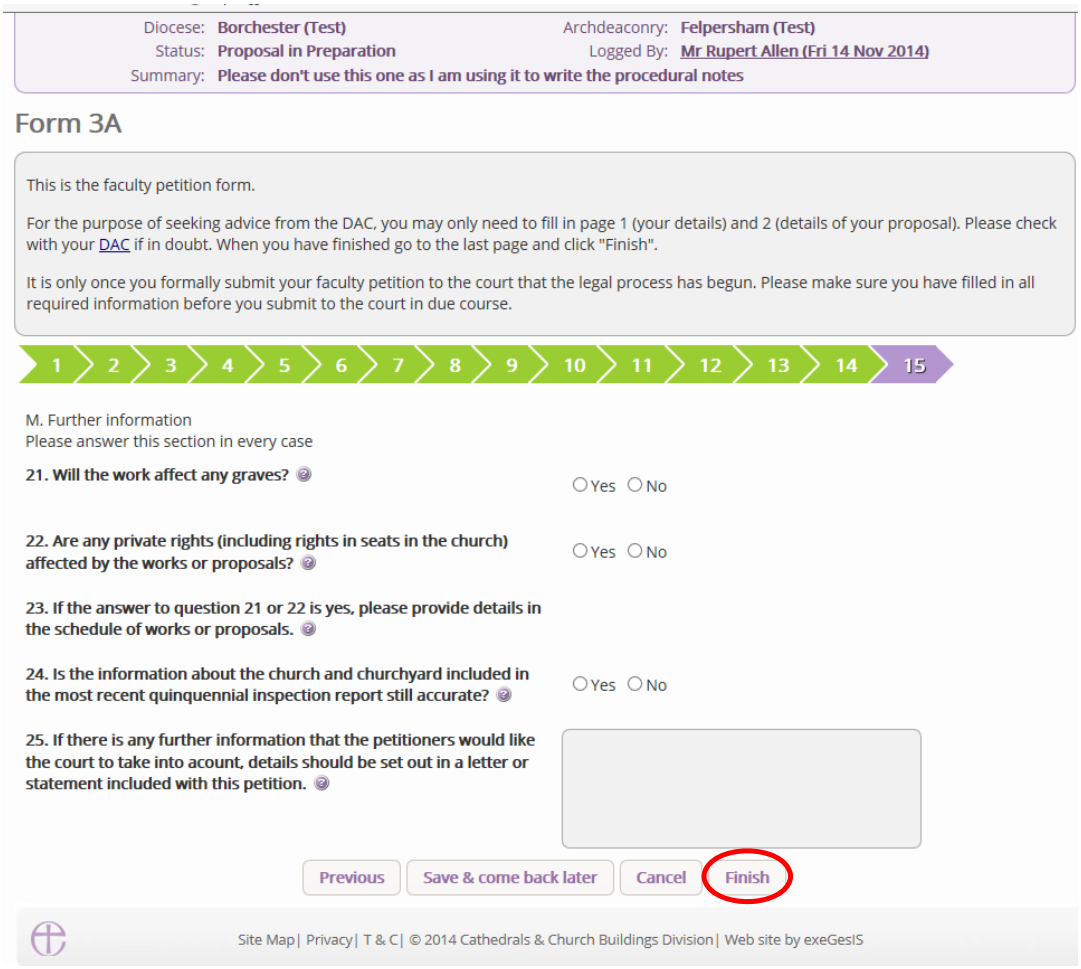
5. Once you have completed as much information as you can or as advised by your DAC, go to **step 15 and click Finish**.


Diocese: Borchester (Test)
Archdeaconry: Felpersham (Test)
Status: Proposal in Preparation
Logged By: Mr Rupert Allen (Fri 14 Nov 2014)
Summary: Please don't use this one as I am using it to write the procedural notes
Form 3A
This is the faculty petition form.
For the purpose of seeking advice from the DAC, you may only need to fill in page 1 (your details) and 2 (details of your proposal). Please check with your DAC if in doubt. When you have finished go to the last page and click "Finish".
It is only once you formally submit your faculty petition to the court that the legal process has begun. Please make sure you have filled in all required information before you submit to the court in due course.
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
M. Further information
Please answer this section in every case
21. Will the work affect any graves? Yes No
22. Are any private rights (including rights in seats in the church) affected by the works or proposals? Yes No
23. If the answer to question 21 or 22 is yes, please provide details in the schedule of works or proposals.
24. Is the information about the church and churchyard included in the most recent quinquennial inspection report still accurate? Yes No
25. If there is any further information that the petitioners would like the court to take into acount, details should be set out in a letter or statement included with this petition.
Previous
Save & come back later
Cancel
Finish
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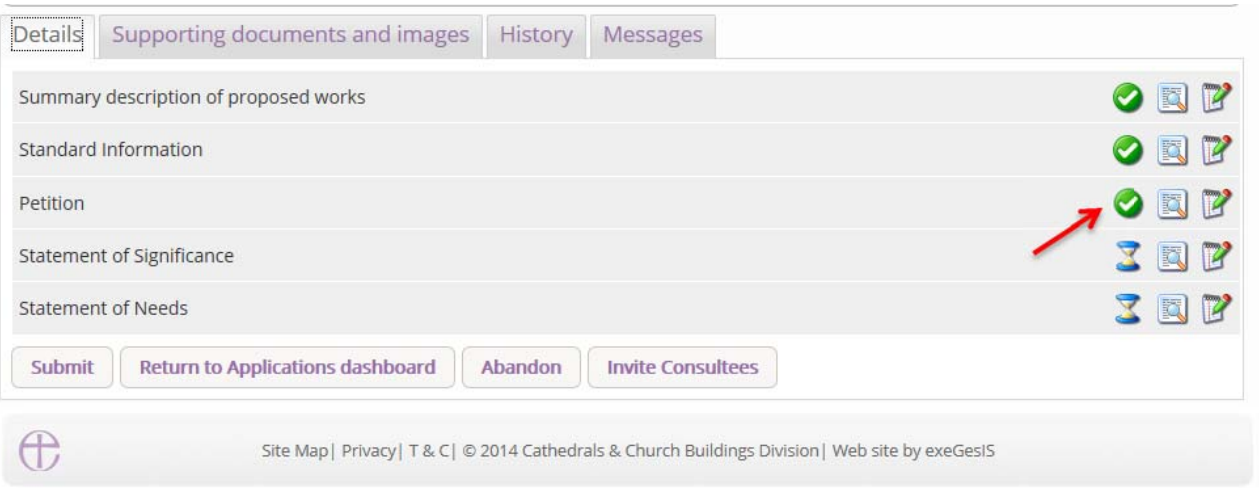
6. The form is now complete



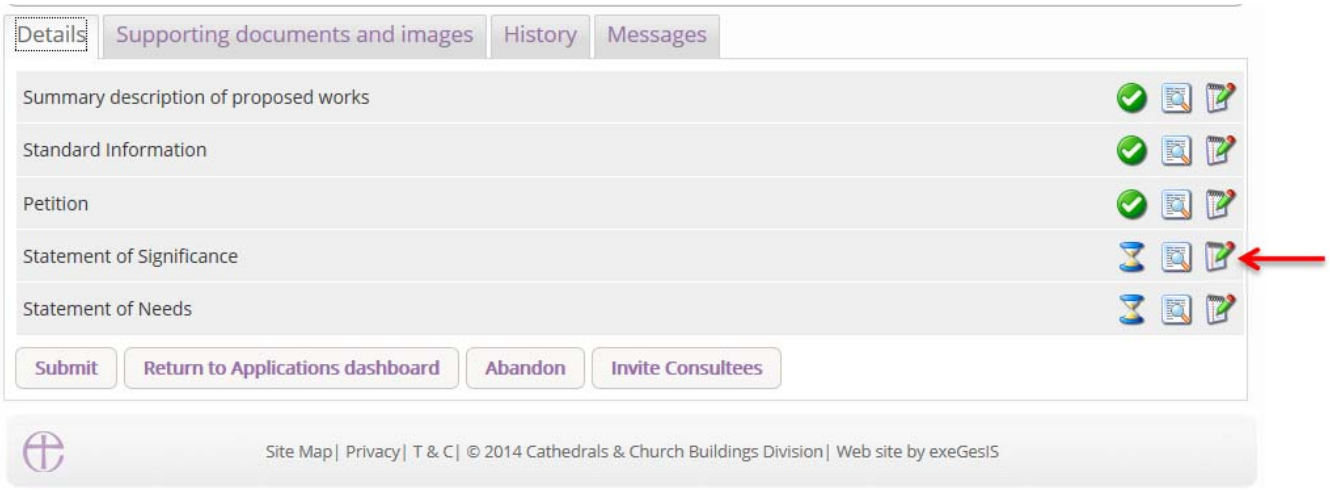
Statement of Significance

You are encouraged to provide a **Statement of Significance** (although this document is only essential when proposals involve changes to a listed church). Contact your DAC for advice.

Click here for guidance on writing statements of significance.

If you choose **not** to provide at statement of significance:

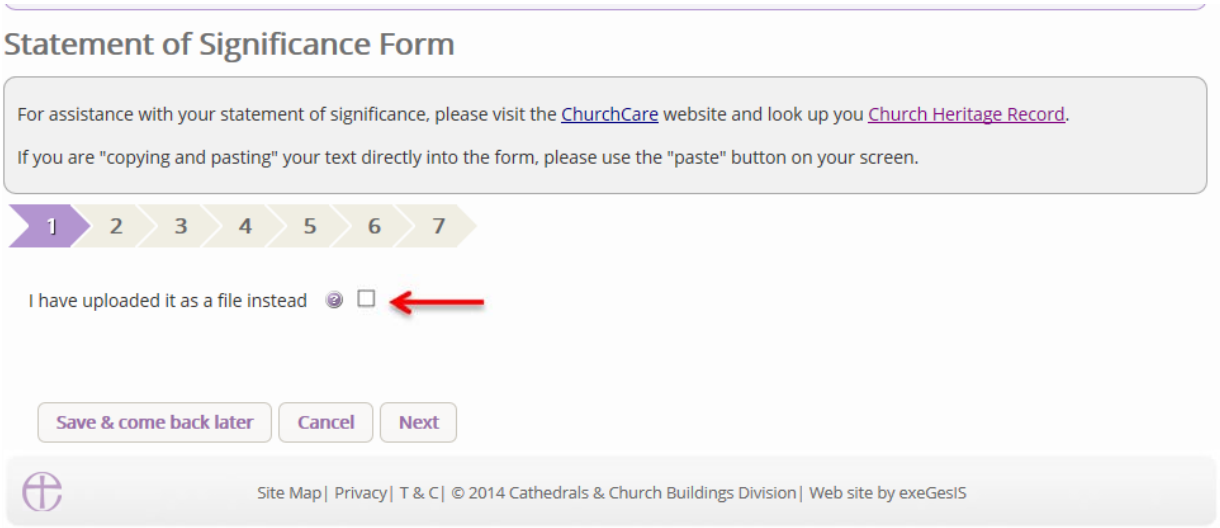
1. Click the **edit** icon on the statement of significance



2. Go to the **last page** and click **Finish**.

If you choose to **attach** a pre-prepared statement of signifiance as a Word or PDF document instead of completing the online form:

1. Click the **edit** icon on the statement of signifiance
2. **Tick** the box indicating that you have choosen to upload a file instead


Statement of Significance Form
For assistance with your statement of significance, please visit the ChurchCare website and look up you Church Heritage Record.
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.
1
2
3
4
5
6
7
I have uploaded it as a file instead
Save & come back later
Cancel
Next
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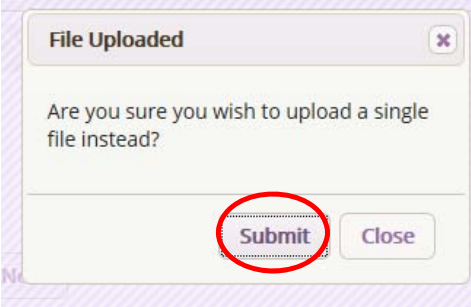
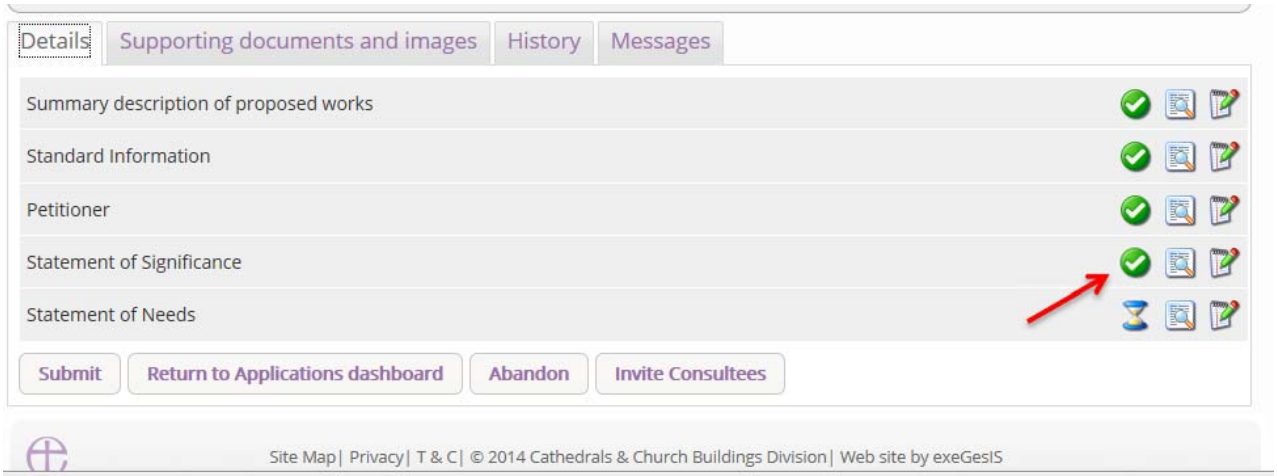
3. You will see this prompt. Click **Submit** to continue or close if you wish to complete the online statement of significance form



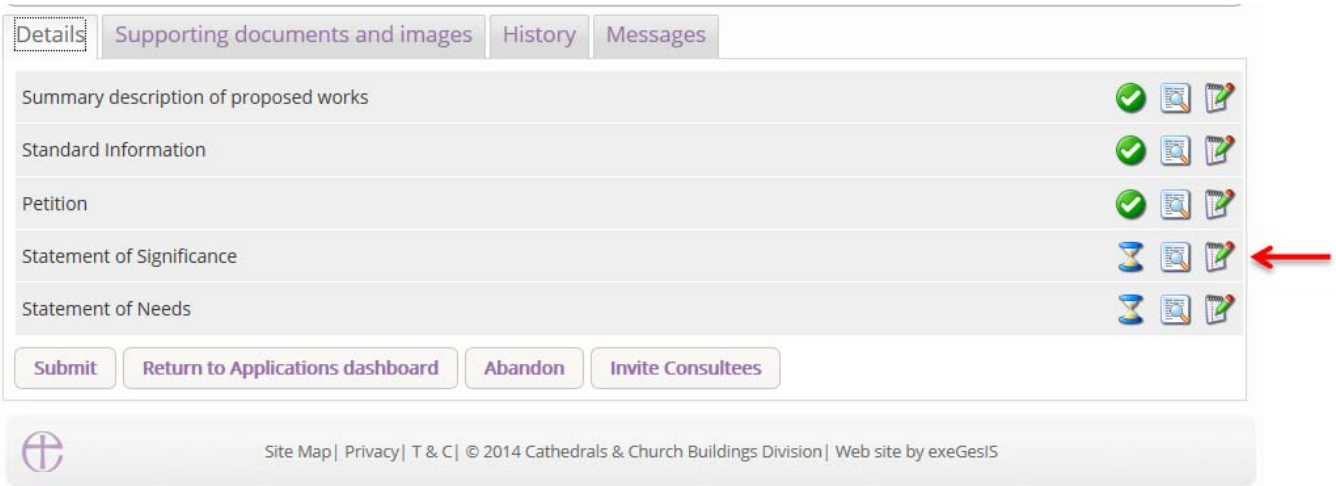
4. The form is now complete



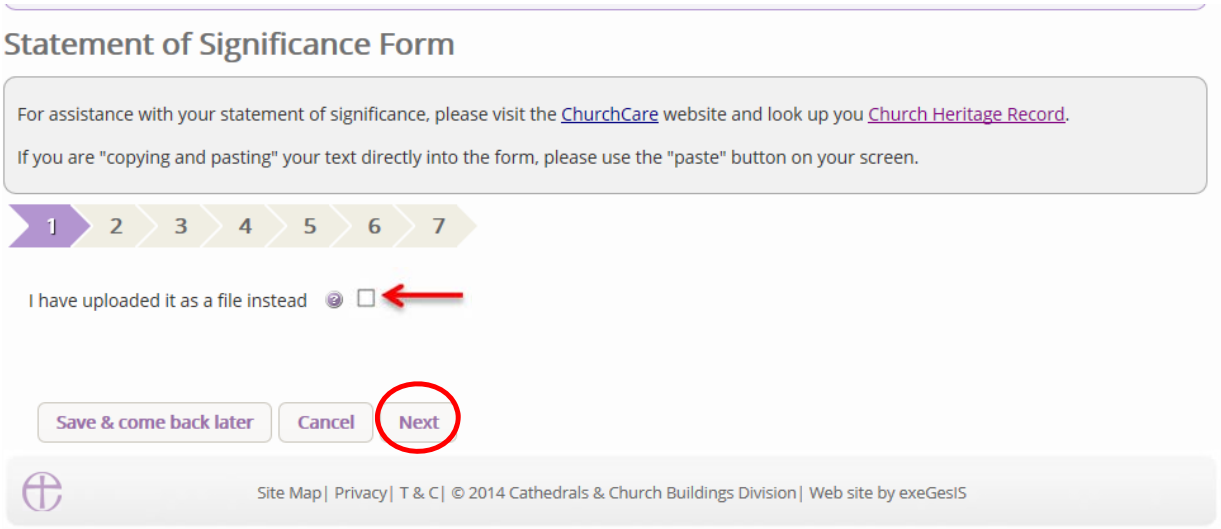
5. Go to *Attaching Documents* (page 48) to find out how to **attach** your pre-prepared statement of signifiance as a Word or PDF document

If you choose to complete the online statement of significance form:

1. Click the **Edit** icon



2. Ensure that the box remains empty. Click **Next**


Statement of Significance Form
For assistance with your statement of significance, please visit the ChurchCare website and look up you Church Heritage Record.
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.
1 2 3 4 5 6 7
I have uploaded it as a file instead
Save & come back later
Cancel
Next
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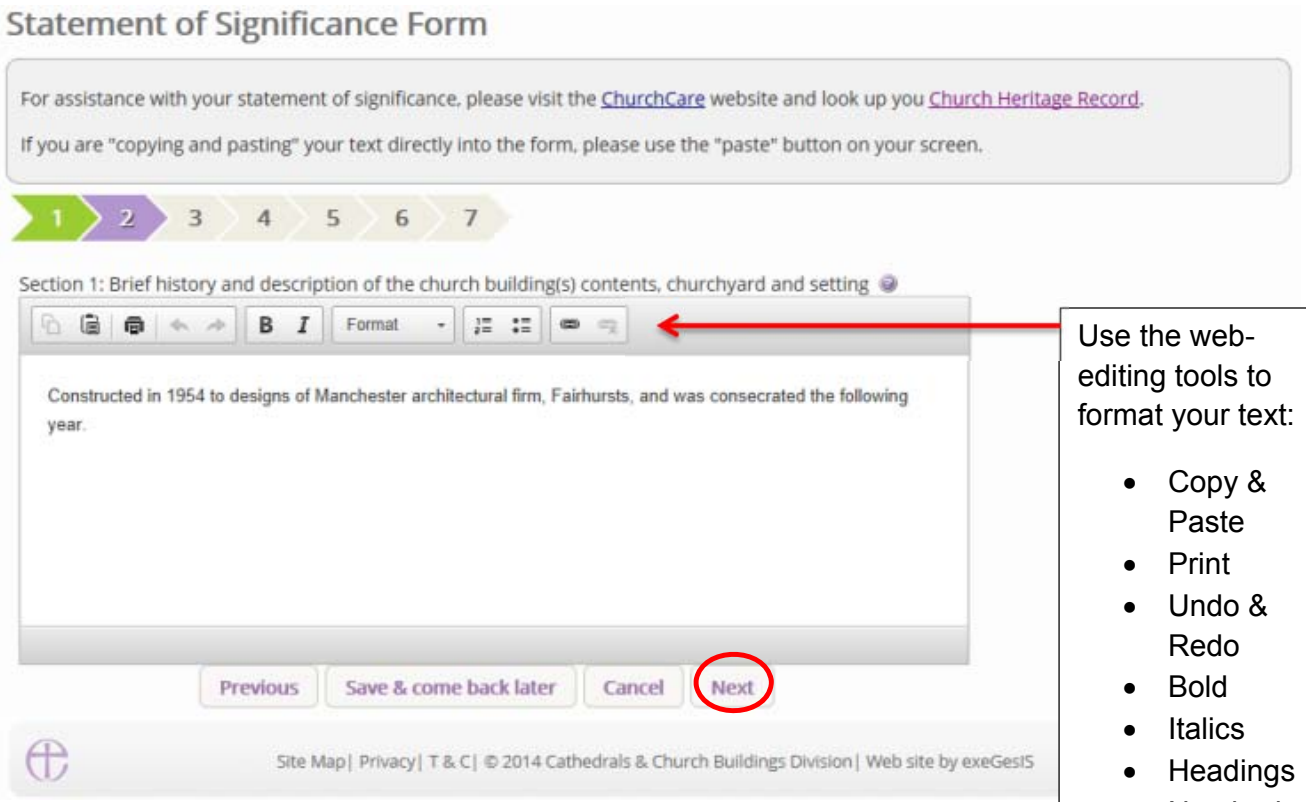
3. Complete the brief history and description of your church building. Click **Next**.


Statement of Significance Form
For assistance with your statement of significance, please visit the ChurchCare website and look up you Church Heritage Record.
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.
1 2 3 4 5 6 7
Section 1: Brief history and description of the church building(s) contents, churchyard and setting
B I Format
Constructed in 1954 to designs of Manchester architectural firm, Fairhursts, and was consecrated the following year.
Previous
Save & come back later
Cancel
Next
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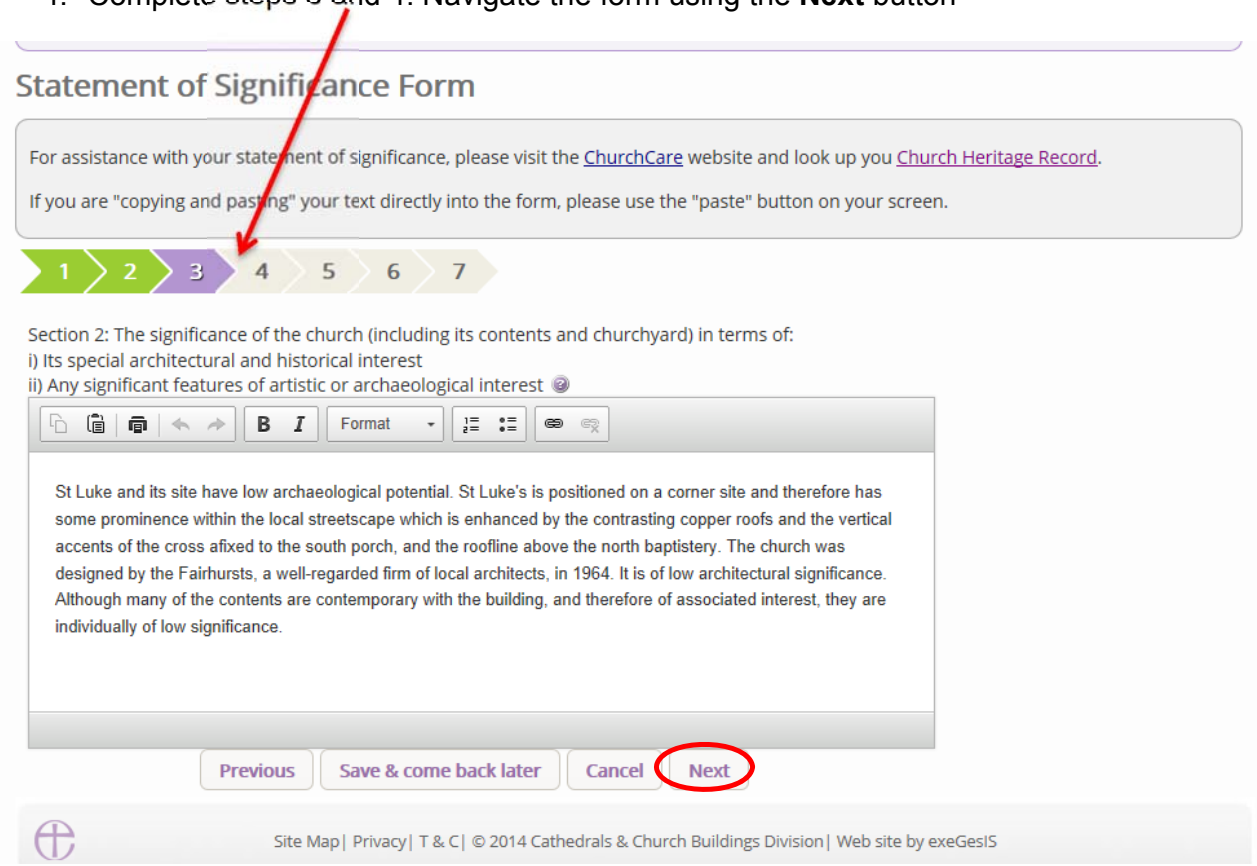
Use the web-editing tools to format your text:

- Copy & Paste
- Print
- Undo & Redo
- Bold
- Italics
- Headings
- Numbering
- Bullets
- Web links

4. Complete steps 3 and 4. Navigate the form using the **Next** button


Statement of Significance Form
For assistance with your statement of significance, please visit the ChurchCare website and look up you Church Heritage Record.
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.
1 2 3 4 5 6 7
Section 2: The significance of the church (including its contents and churchyard) in terms of:
i) Its special architectural and historical interest
ii) Any significant features of artistic or archaeological interest
Format
St Luke and its site have low archaeological potential. St Luke's is positioned on a corner site and therefore has some prominence within the local streetscape which is enhanced by the contrasting copper roofs and the vertical accents of the cross afixed to the south porch, and the roofline above the north baptistery. The church was designed by the Fairhursts, a well-regarded firm of local architects, in 1964. It is of low architectural significance. Although many of the contents are contemporary with the building, and therefore of associated interest, they are individually of low significance.
Previous
Save & come back later
Cancel
Next
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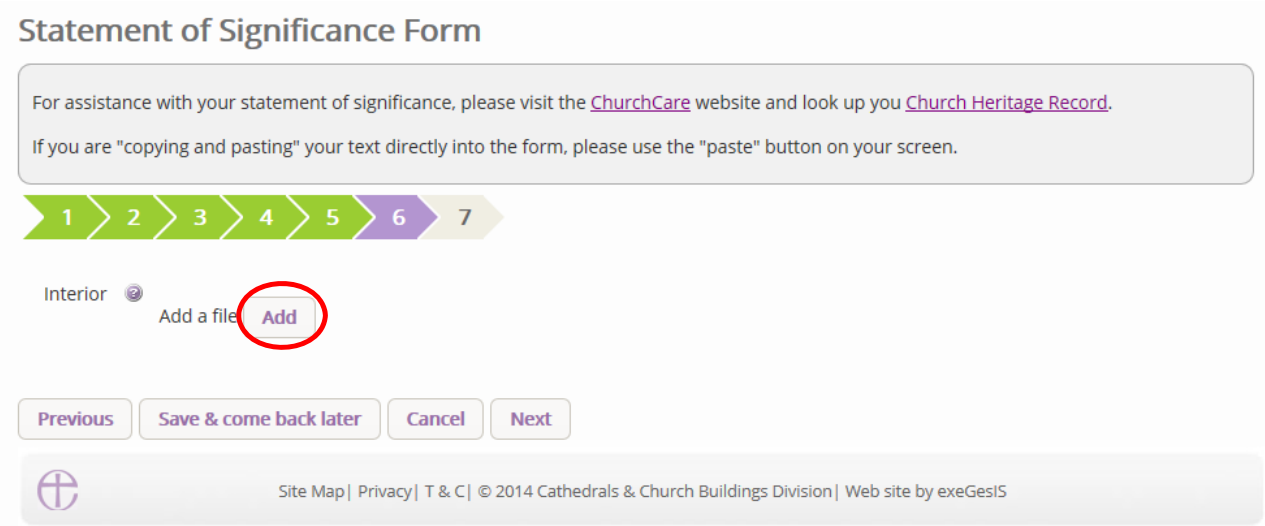
5. **Steps 5 through 7** allow you to upload a plan of your church and photographs of the interior and exterior of the building. Click **Add**


Statement of Significance Form
For assistance with your statement of significance, please visit the ChurchCare website and look up you Church Heritage Record.
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.
1 2 3 4 5 6 7
Interior
Add a file
Add
Previous
Save & come back later
Cancel
Next
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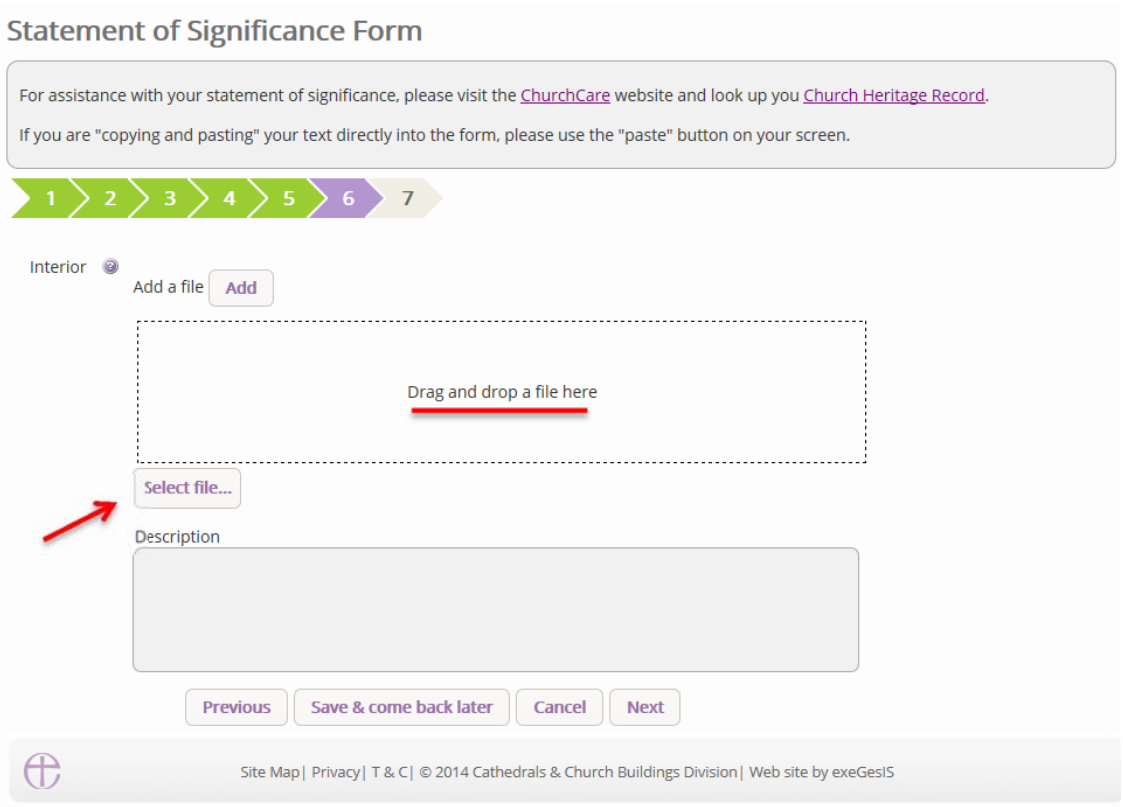
6. Insert your image file
    a. You can **Drag & Drop** a file into the middle of the box using your computer's mouse OR
    b. You can also choose to upload a file by **locating** it on your computer. Click **Select file**…


Statement of Significance Form
For assistance with your statement of significance, please visit the ChurchCare website and look up you Church Heritage Record.
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.
1 2 3 4 5 6 7
Interior
Add a file
Add
Drag and drop a file here
Select file...
Description
Previous
Save & come back later
Cancel
Next
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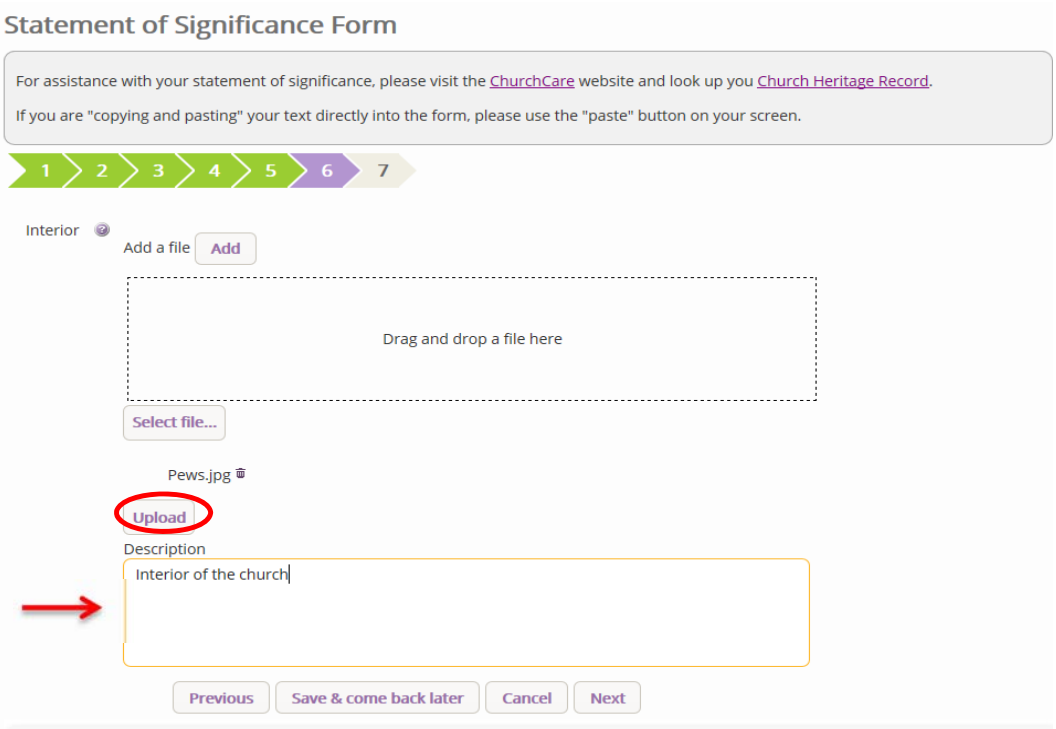
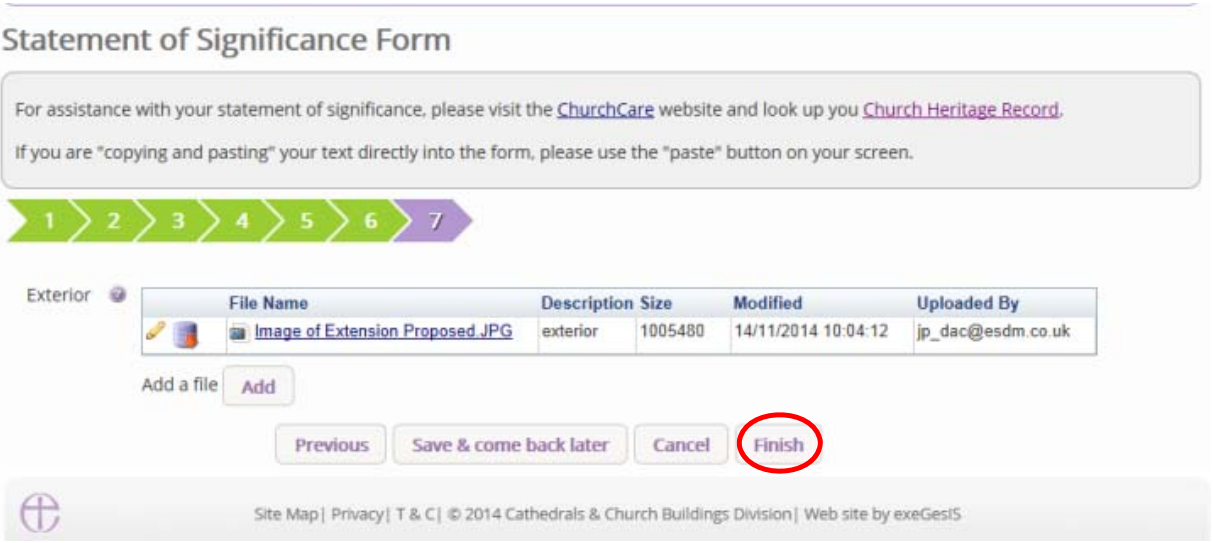
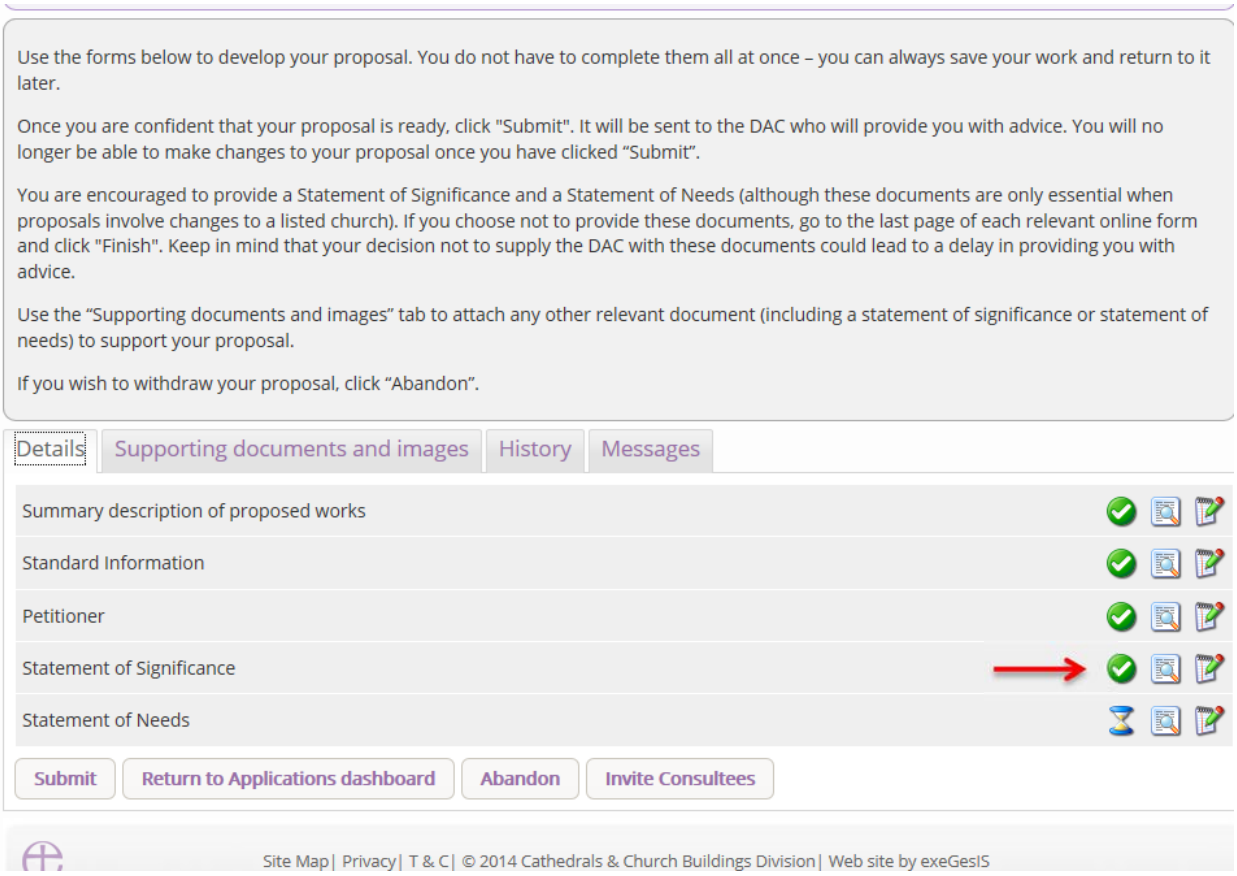
7. Write a **description** of the image and click **Upload**


Statement of Significance Form
For assistance with your statement of significance, please visit the ChurchCare website and look up you Church Heritage Record.
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.
1 2 3 4 5 6 7
Interior
Add a file
Add
Drag and drop a file here
Select file...
Pews.jpg
Upload
Description
Interior of the church
Previous
Save & come back later
Cancel
Next

8. Once you have completed step 7, click **Finish**


Statement of Significance Form
For assistance with your statement of significance, please visit the ChurchCare website and look up you Church Heritage Record.
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.
1 2 3 4 5 6 7
Exterior
File Name
Description
Size
Modified
Uploaded By
Image of Extension Proposed JPG
exterior
1005480
14/11/2014 10:04:12
jp_dac@esdm.co.uk
Add a file
Add
Previous
Save & come back later
Cancel
Finish
Site Map| Privacy| T & C| © 2014 Cathedrals & Church Buildings Division| Web site by exeGesIS

9. The form is now complete


Use the forms below to develop your proposal. You do not have to complete them all at once – you can always save your work and return to it later.
Once you are confident that your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with advice. You will no longer be able to make changes to your proposal once you have clicked "Submit".
You are encouraged to provide a Statement of Significance and a Statement of Needs (although these documents are only essential when proposals involve changes to a listed church). If you choose not to provide these documents, go to the last page of each relevant online form and click "Finish". Keep in mind that your decision not to supply the DAC with these documents could lead to a delay in providing you with advice.
Use the "Supporting documents and images" tab to attach any other relevant document (including a statement of significance or statement of needs) to support your proposal.
If you wish to withdraw your proposal, click "Abandon".
Details
Supporting documents and images
History
Messages
Summary description of proposed works
Standard Information
Petitioner
Statement of Significance
Statement of Needs
Submit
Return to Applications dashboard
Abandon
Invite Consultees
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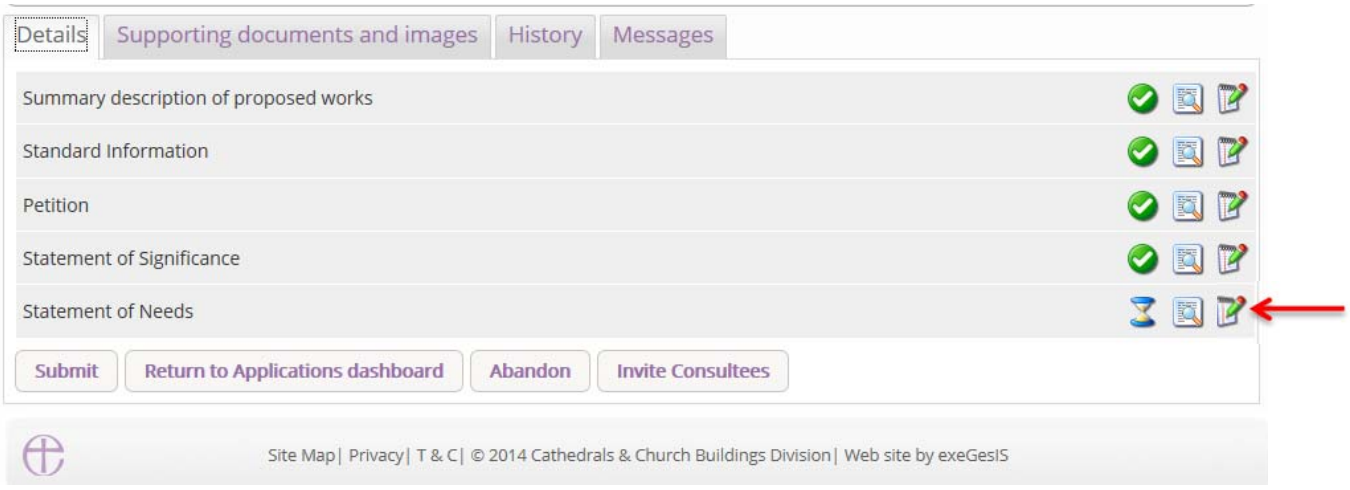
Statement of Needs

You are encouraged to provide a **Statement of Needs** (although this document is only essential when proposals involve changes to a listed church). Contact your DAC for advice.

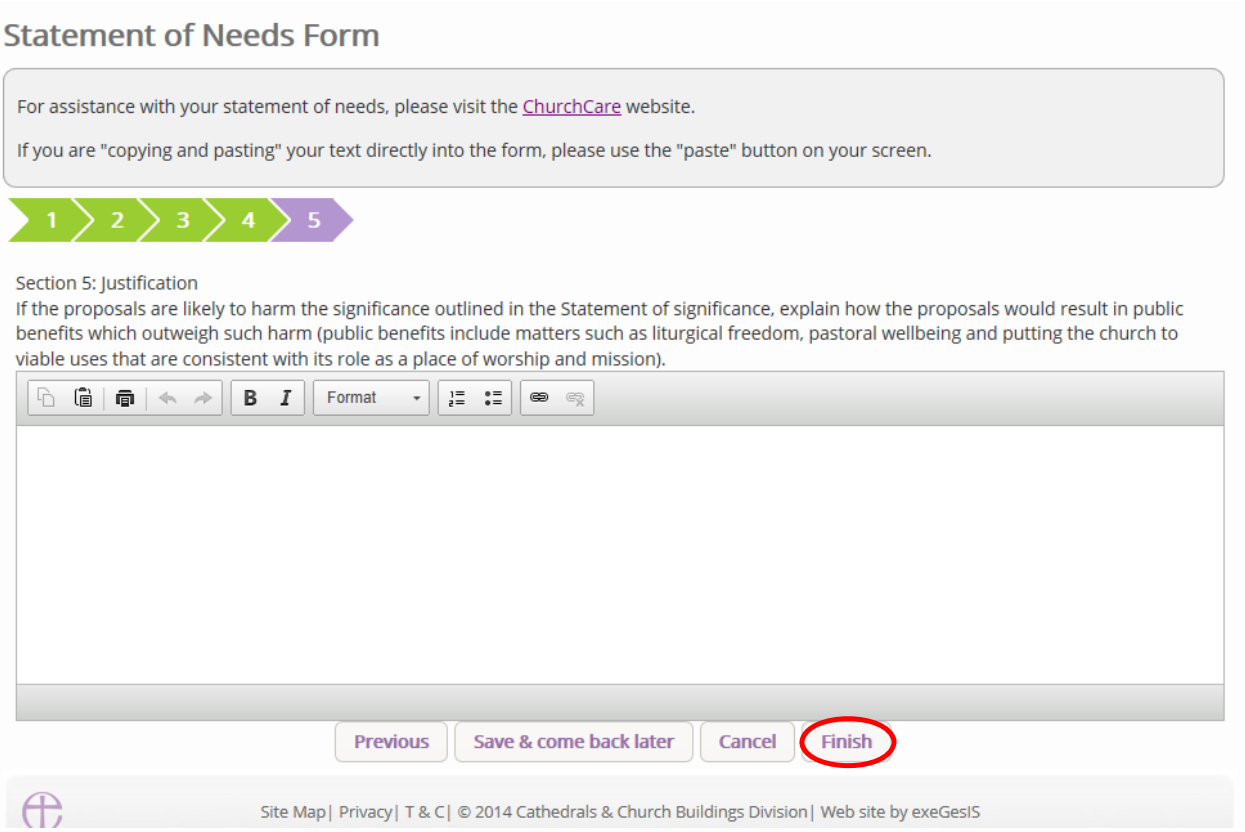
Click here for guidance on writing statements of needs.

If you choose **not** to provide at statement of needs or **attach** a pre-prepared Word or PDF document:

1. Click the **edit** icon on the statement of needs



2. Go to step 5 and click **Finish**


Statement of Needs Form
For assistance with your statement of needs, please visit the ChurchCare website.
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.
1
2
3
4
5
Section 5: Justification
If the proposals are likely to harm the significance outlined in the Statement of significance, explain how the proposals would result in public benefits which outweigh such harm (public benefits include matters such as liturgical freedom, pastoral wellbeing and putting the church to viable uses that are consistent with its role as a place of worship and mission).
Format
Previous
Save & come back later
Cancel
Finish
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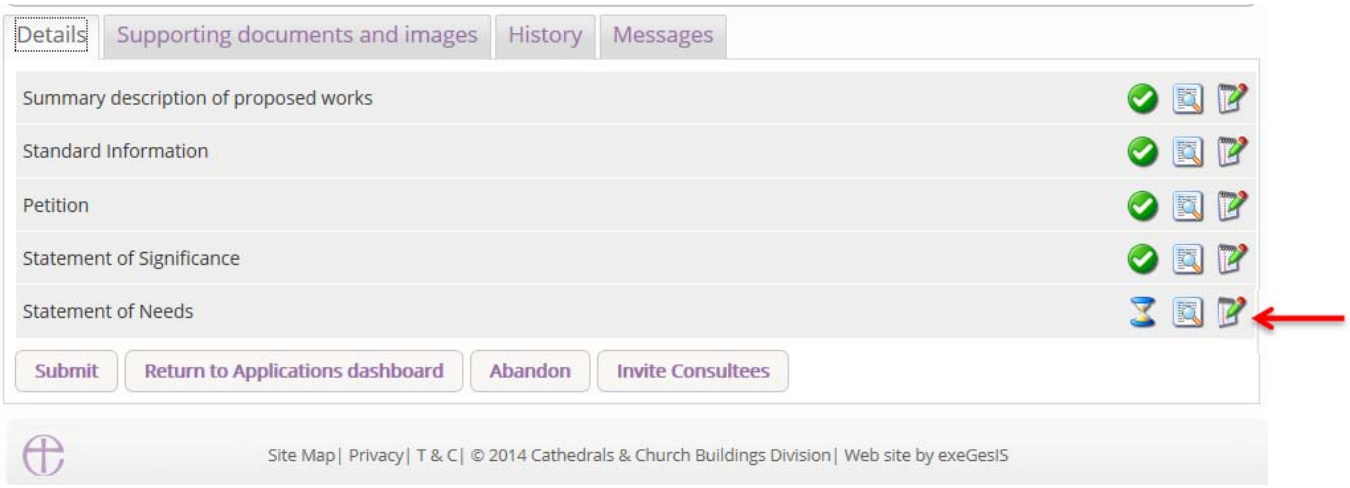
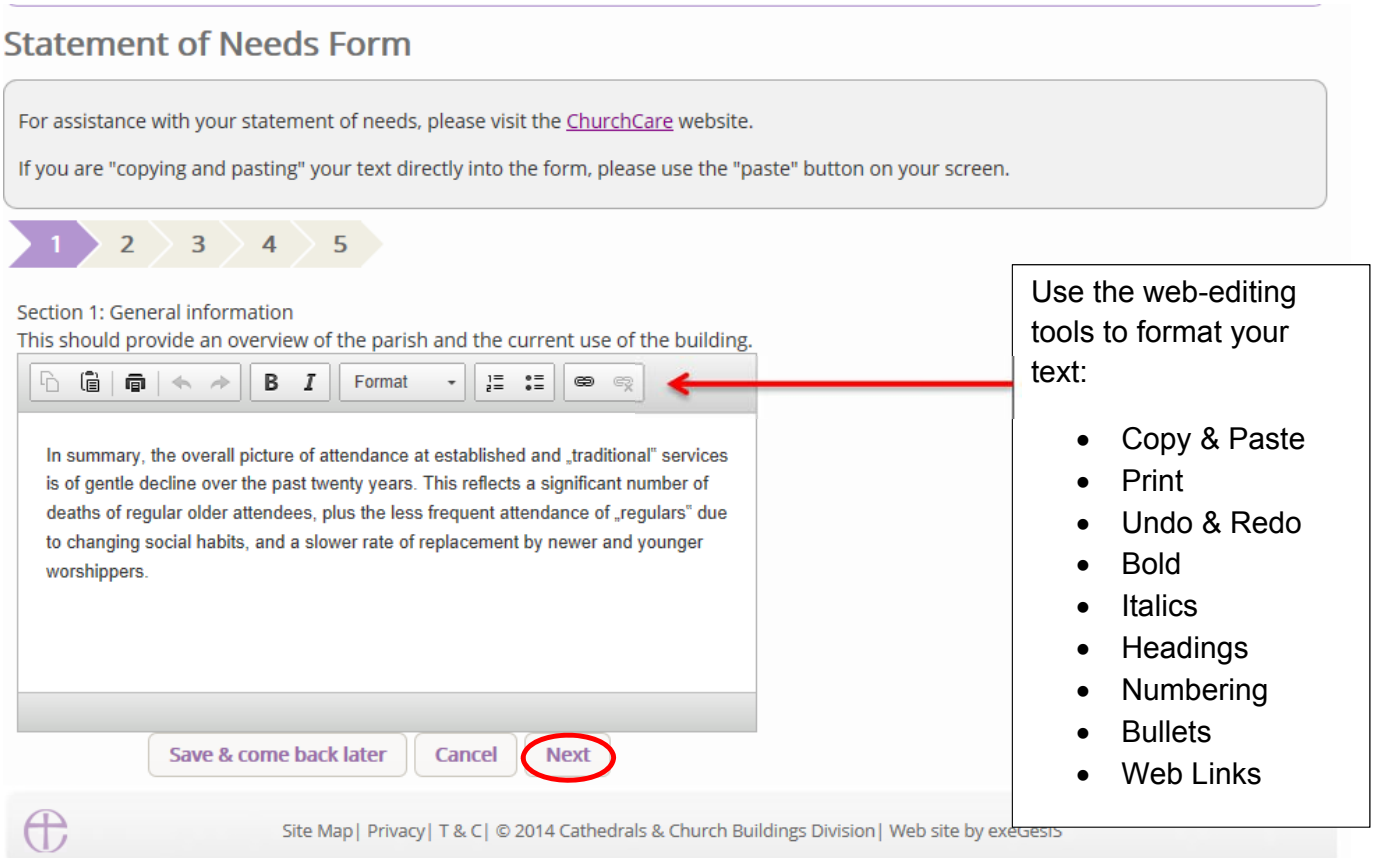
If you choose to complete the online statement of needs form:

1. Click the **Edit** icon



2. Complete the General Information and click **Next**


Statement of Needs Form
For assistance with your statement of needs, please visit the ChurchCare website.
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.
1
2
3
4
5
Section 1: General information
This should provide an overview of the parish and the current use of the building.
Format
In summary, the overall picture of attendance at established and „traditional" services is of gentle decline over the past twenty years. This reflects a significant number of deaths of regular older attendees, plus the less frequent attendance of „regulars" due to changing social habits, and a slower rate of replacement by newer and younger worshippers.
Save & come back later
Cancel
Next
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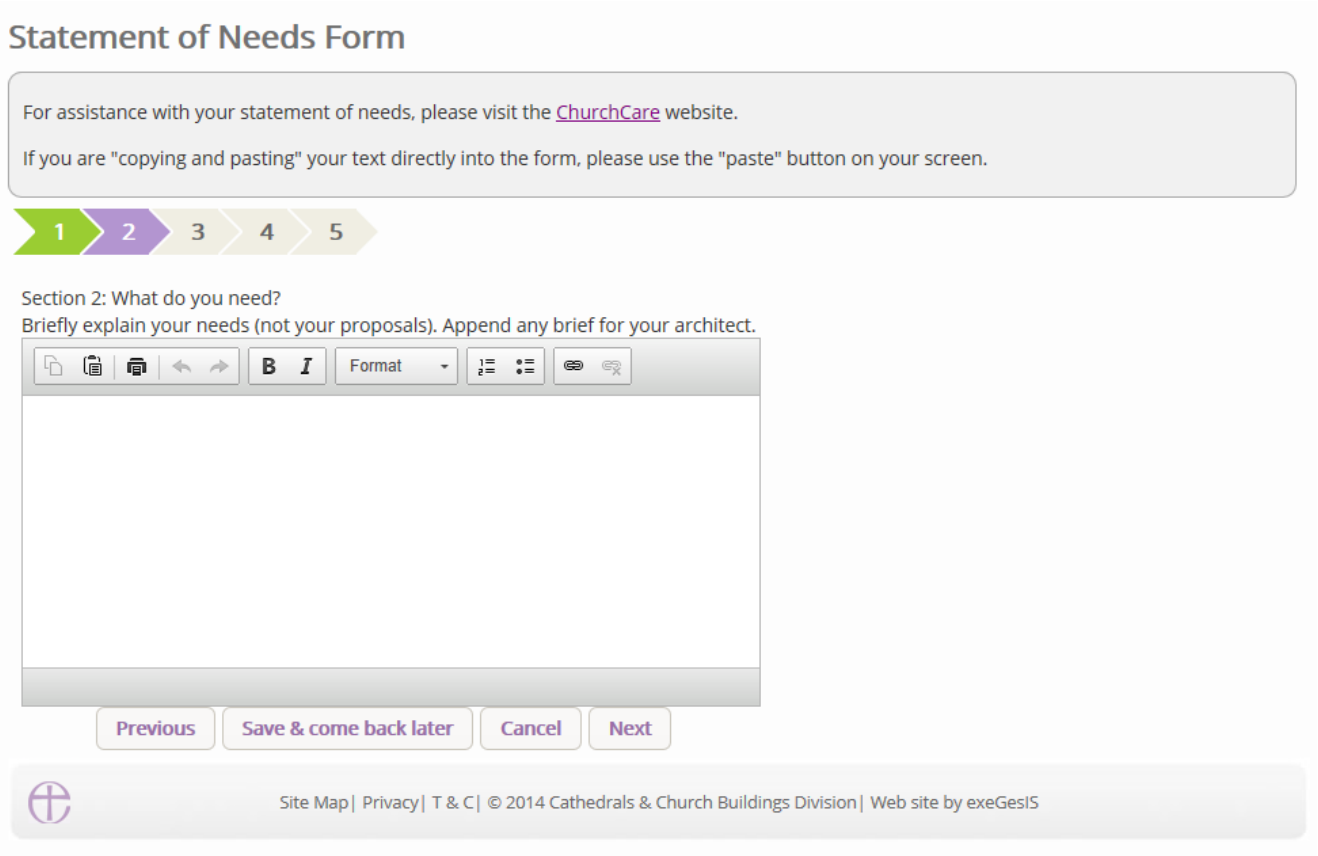
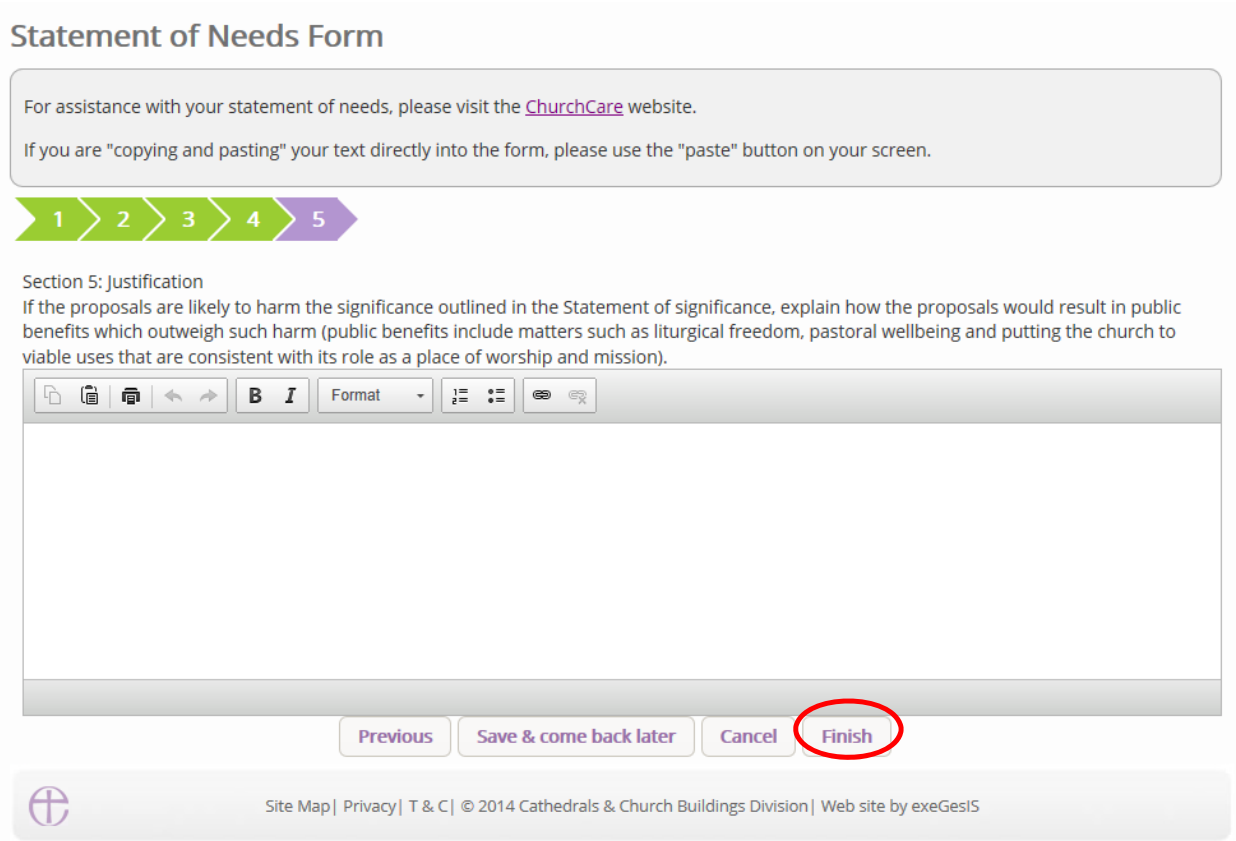
Use the web-editing tools to format your text:

- Copy & Paste
- Print
- Undo & Redo
- Bold
- Italics
- Headings
- Numbering
- Bullets
- Web Links

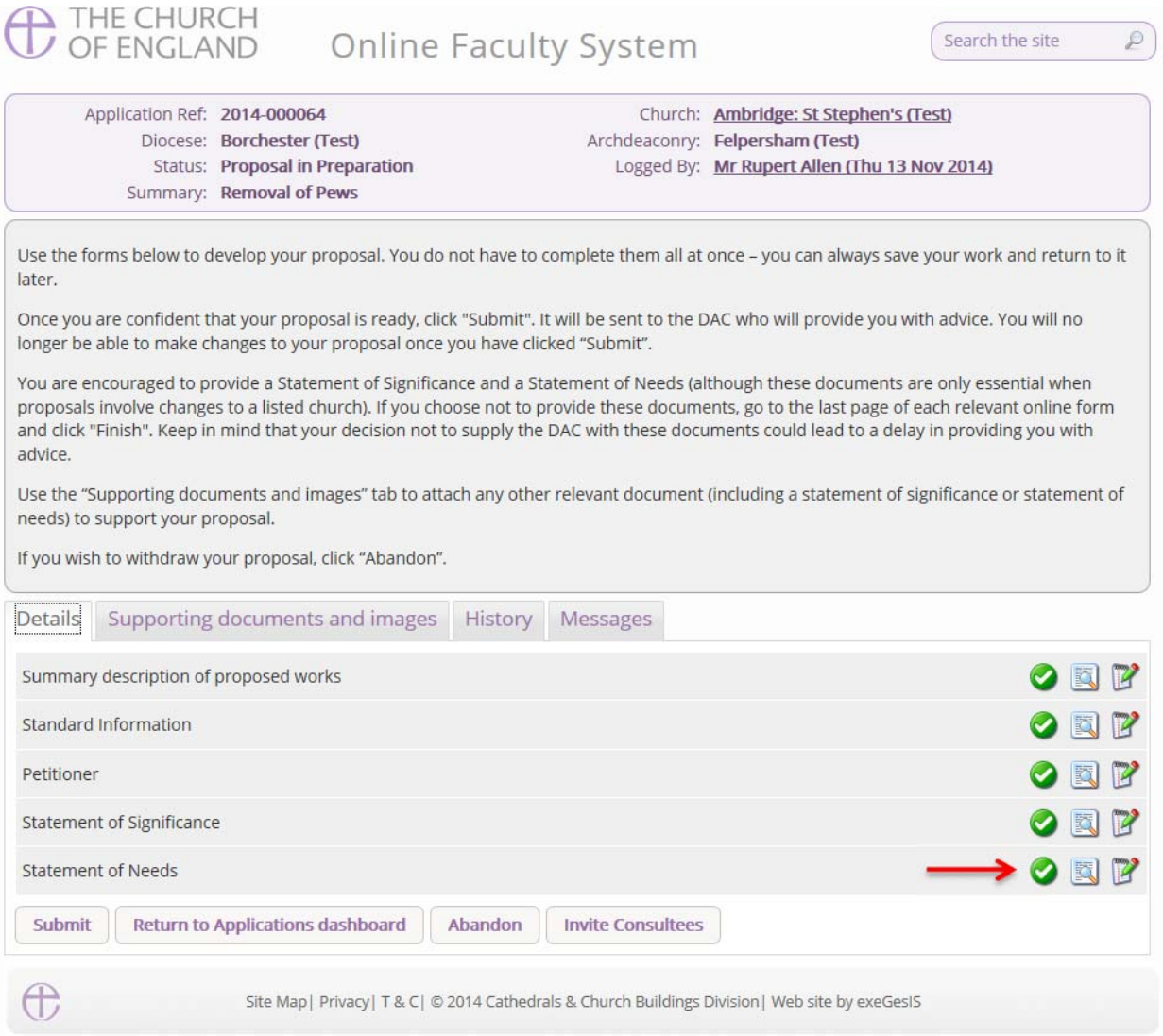
3. Repeat for steps 2 through 5


Statement of Needs Form
For assistance with your statement of needs, please visit the ChurchCare website.
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.
1 2 3 4 5
Section 2: What do you need?
Briefly explain your needs (not your proposals). Append any brief for your architect.
Format
Previous
Save & come back later
Cancel
Next
Site Map| Privacy| T & C| © 2014 Cathedrals & Church Buildings Division| Web site by exeGesIS

4. Click **Finish**


Statement of Needs Form
For assistance with your statement of needs, please visit the ChurchCare website.
If you are "copying and pasting" your text directly into the form, please use the "paste" button on your screen.
1 2 3 4 5
Section 5: Justification
If the proposals are likely to harm the significance outlined in the Statement of significance, explain how the proposals would result in public benefits which outweigh such harm (public benefits include matters such as liturgical freedom, pastoral wellbeing and putting the church to viable uses that are consistent with its role as a place of worship and mission).
Format
Previous
Save & come back later
Cancel
Finish
Site Map| Privacy| T & C| © 2014 Cathedrals & Church Buildings Division| Web site by exeGesIS

5. The form is now complete


THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000064
Diocese: Borchester (Test)
Status: Proposal in Preparation
Summary: Removal of Pews
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mr Rupert Allen (Thu 13 Nov 2014)
Use the forms below to develop your proposal. You do not have to complete them all at once – you can always save your work and return to it later.
Once you are confident that your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with advice. You will no longer be able to make changes to your proposal once you have clicked "Submit".
You are encouraged to provide a Statement of Significance and a Statement of Needs (although these documents are only essential when proposals involve changes to a listed church). If you choose not to provide these documents, go to the last page of each relevant online form and click "Finish". Keep in mind that your decision not to supply the DAC with these documents could lead to a delay in providing you with advice.
Use the "Supporting documents and images" tab to attach any other relevant document (including a statement of significance or statement of needs) to support your proposal.
If you wish to withdraw your proposal, click "Abandon".
Details
Supporting documents and images
History
Messages
Summary description of proposed works
Standard Information
Petitioner
Statement of Significance
Statement of Needs
Submit
Return to Applications dashboard
Abandon
Invite Consultees
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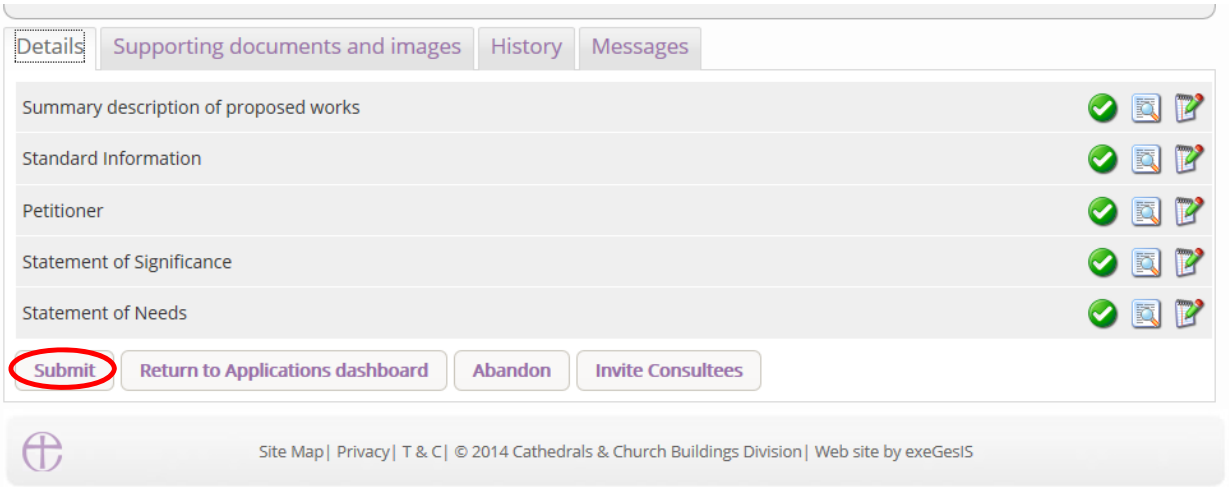
Submitting your proposal

You have now completed all forms initially required by the Online Faculty System.

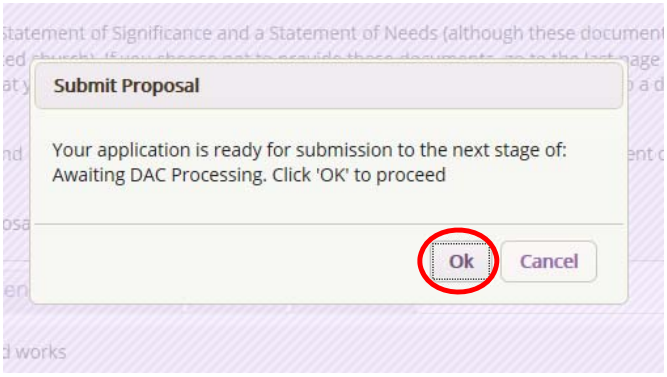
1. If you need to **attach any documents** to your application, see page 48.

2. Make sure that all forms are marked as complete (green check mark). You will not be able to submit your proposal to the DAC if a form is still pending completion (hourglass icon). If a form is not complete:
    a. Click the Edit icon on that particular form
    b. Go to the form's last page
    c. Click the Finish button

3. Once you are certain that you are ready to seek DAC advice, Click **Submit**



4. Click **OK** to proceed or Cancel if you change your mind.


Submit Proposal
Your application is ready for submission to the next stage of:
Awaiting DAC Processing. Click 'OK' to proceed
Ok
Cancel

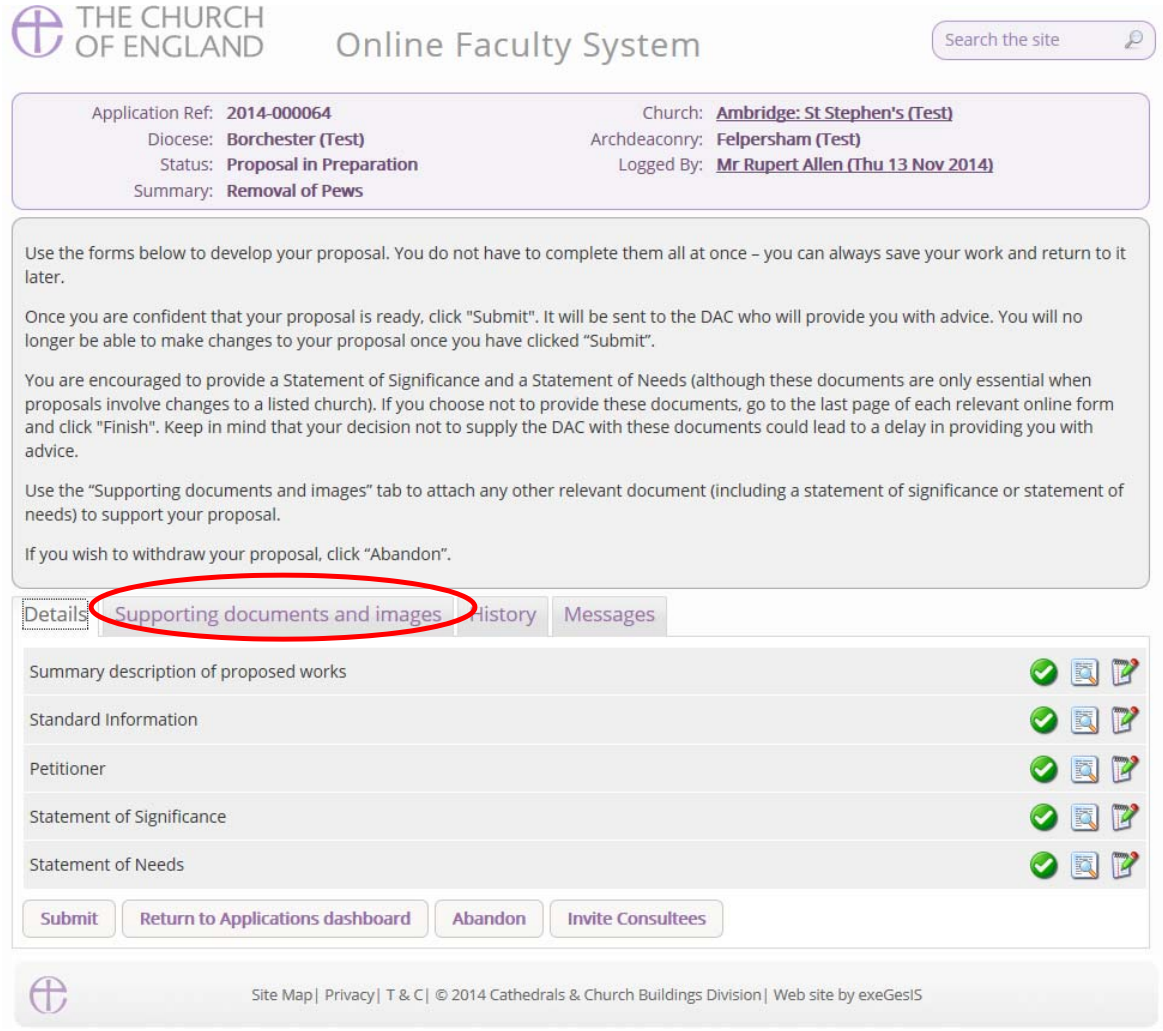
N.B. Once you have submitted your proposal to the DAC, you will no longer be able to amend the forms until the DAC returns the proposal to you with comments.

5. The DAC will receive an email to inform them of your application
6. You can monitor the progress of your application anytime by signing into your account (see *Navigating a Case File* page 19).

Attaching Documents

If you need to attach other relevant documents to support your proposal:

1. Go to the application's case file (see *Navigating a Case File* page 19)
2. Click on **Supporting Documents and Images**


THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000064
Diocese: Borchester (Test)
Status: Proposal in Preparation
Summary: Removal of Pews
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
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If you wish to withdraw your proposal, click "Abandon".
Details
Supporting documents and images
History
Messages
Summary description of proposed works
Standard Information
Petitioner
Statement of Significance
Statement of Needs
Submit
Return to Applications dashboard
Abandon
Invite Consultees
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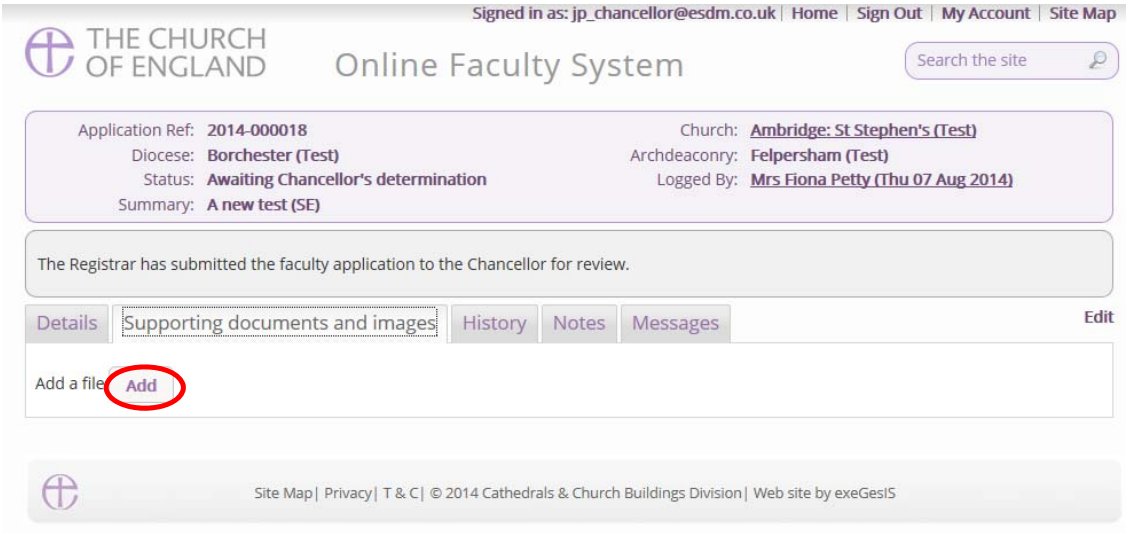
3. Click **Add**


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000018
Diocese: Borchester (Test)
Status: Awaiting Chancellor's determination
Summary: A new test (SE)
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Fiona Petty (Thu 07 Aug 2014)
The Registrar has submitted the faculty application to the Chancellor for review.
Details
Supporting documents and images
History
Notes
Messages
Edit
Add a file
Add
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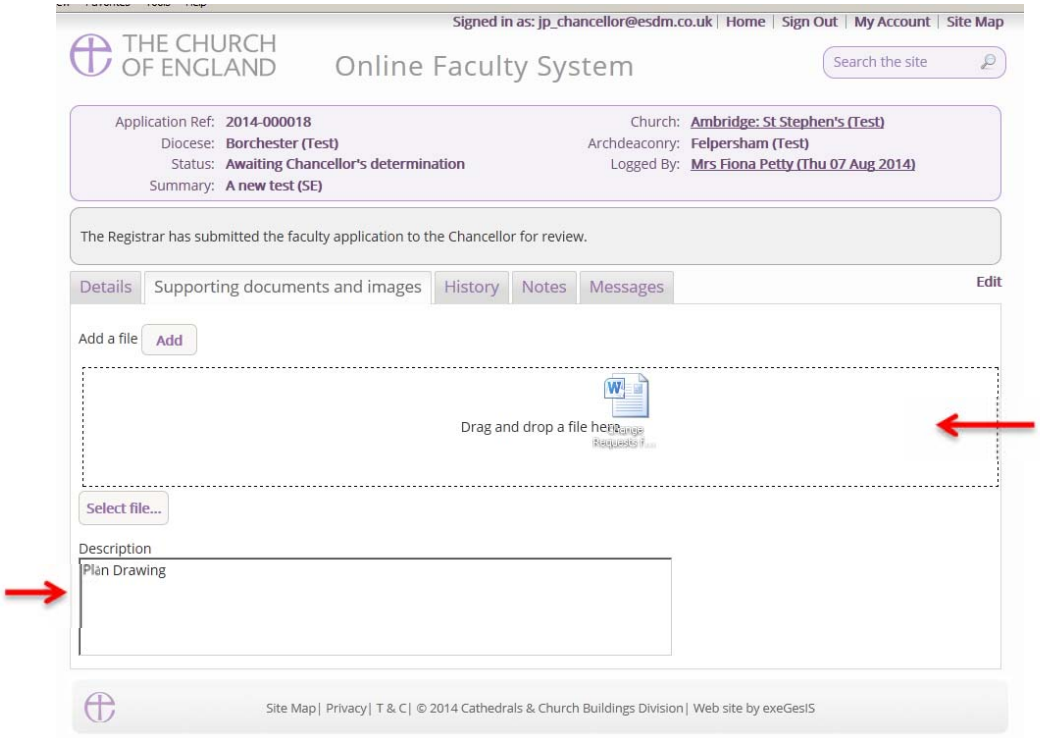
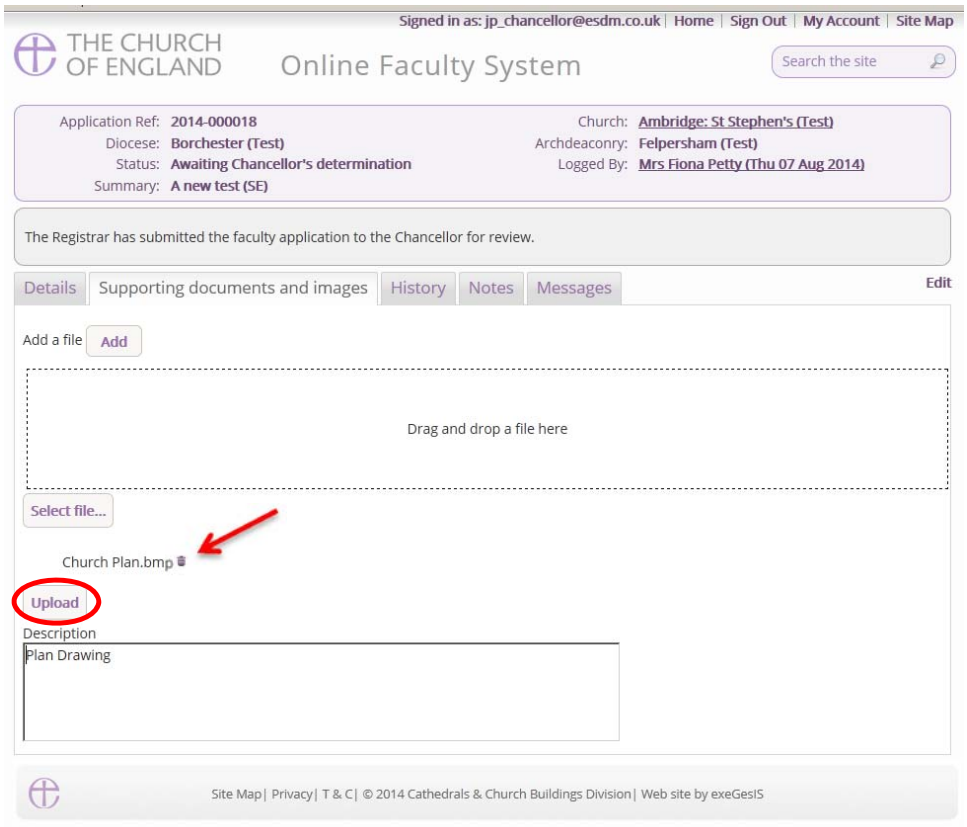
Option 1

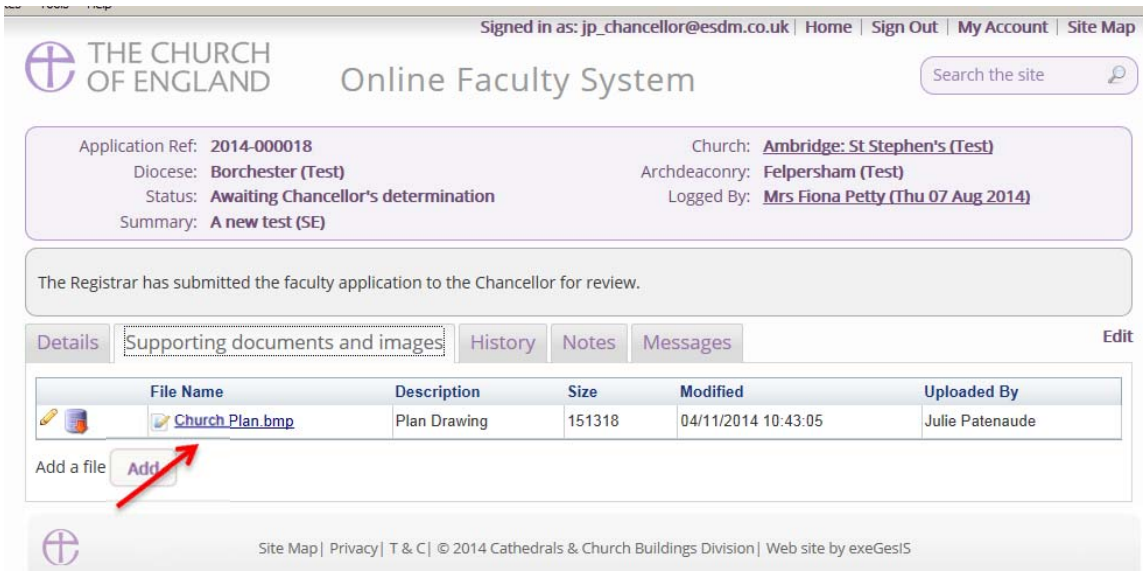
4. You can **Drag & Drop** a file into the middle of the box using your computer's mouse
5. Insert a summary **description** of the file you have attached (e.g. Plan Drawing)


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000018
Diocese: Borchester (Test)
Status: Awaiting Chancellor's determination
Summary: A new test (SE)
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Fiona Petty (Thu 07 Aug 2014)
The Registrar has submitted the faculty application to the Chancellor for review.
Details
Supporting documents and images
History
Notes
Messages
Edit
Add a file
Add
Drag and drop a file here
Select file...
Description
Plan Drawing
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

6. Notice that the file has uploaded (you can delete it by click on the trash can next to it)
7. Click **Upload**

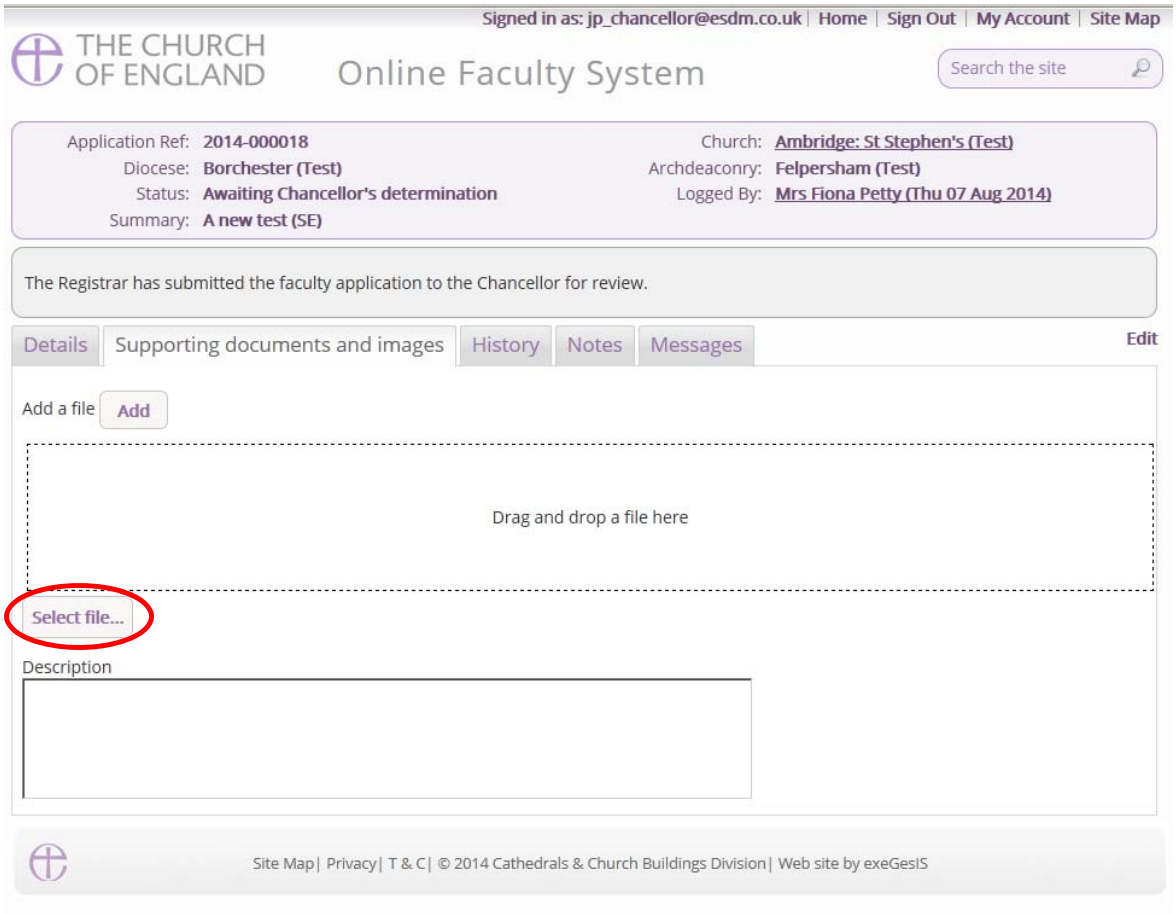

Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000018
Diocese: Borchester (Test)
Status: Awaiting Chancellor's determination
Summary: A new test (SE)
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Fiona Petty (Thu 07 Aug 2014)
The Registrar has submitted the faculty application to the Chancellor for review.
Details
Supporting documents and images
History
Notes
Messages
Edit
Add a file
Add
Drag and drop a file here
Select file...
Church Plan.bmp
Upload
Description
Plan Drawing
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

8. The file has successfully attached.



Option 2

9. You can also choose to upload a file by **locating** it on your computer. Click **Select file**…


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000018
Diocese: Borchester (Test)
Status: Awaiting Chancellor's determination
Summary: A new test (SE)
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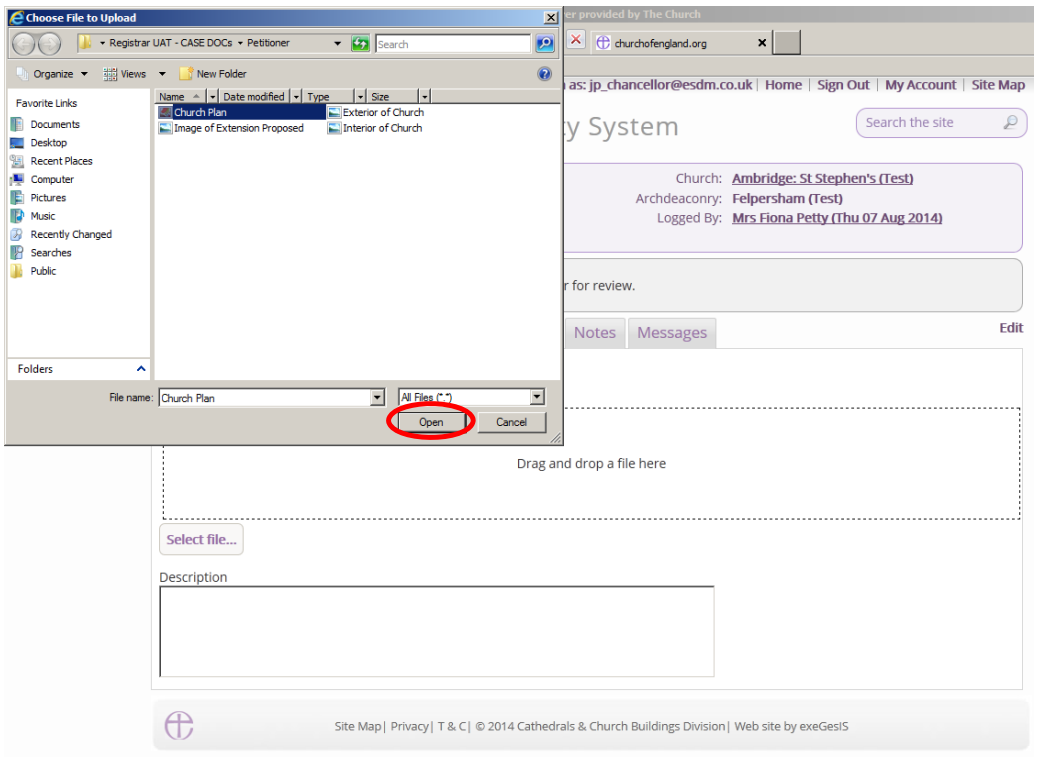
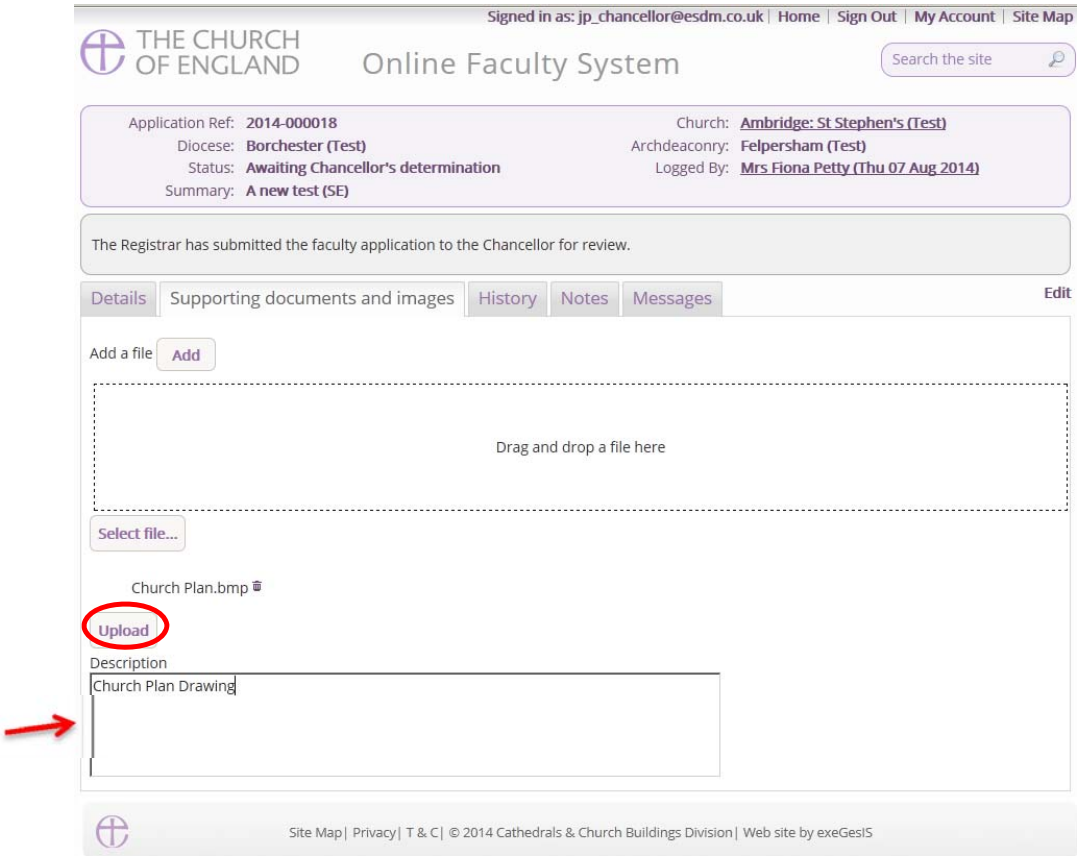
Logged By: Mrs Fiona Petty (Thu 07 Aug 2014)
The Registrar has submitted the faculty application to the Chancellor for review.
Details
Supporting documents and images
History
Notes
Messages
Edit
Add a file
Add
Drag and drop a file here
Select file...
Description
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

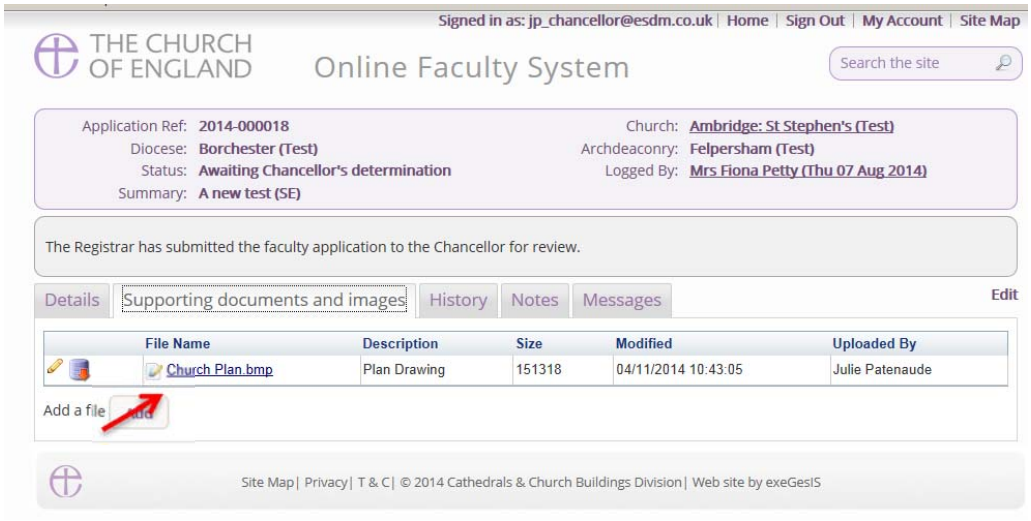
10. **Locate** the file on your computer. **Select** it. Click **Open**.



11. Insert a summary **description** of the file you have attached (e.g. Archaeological Report)
12. Click **Upload**


Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000018
Diocese: Borchester (Test)
Status: Awaiting Chancellor's determination
Summary: A new test (SE)
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Fiona Petty (Thu 07 Aug 2014)
The Registrar has submitted the faculty application to the Chancellor for review.
Details
Supporting documents and images
History
Notes
Messages
Edit
Add a file
Add
Drag and drop a file here
Select file...
Church Plan.bmp
Upload
Description
Church Plan Drawing
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

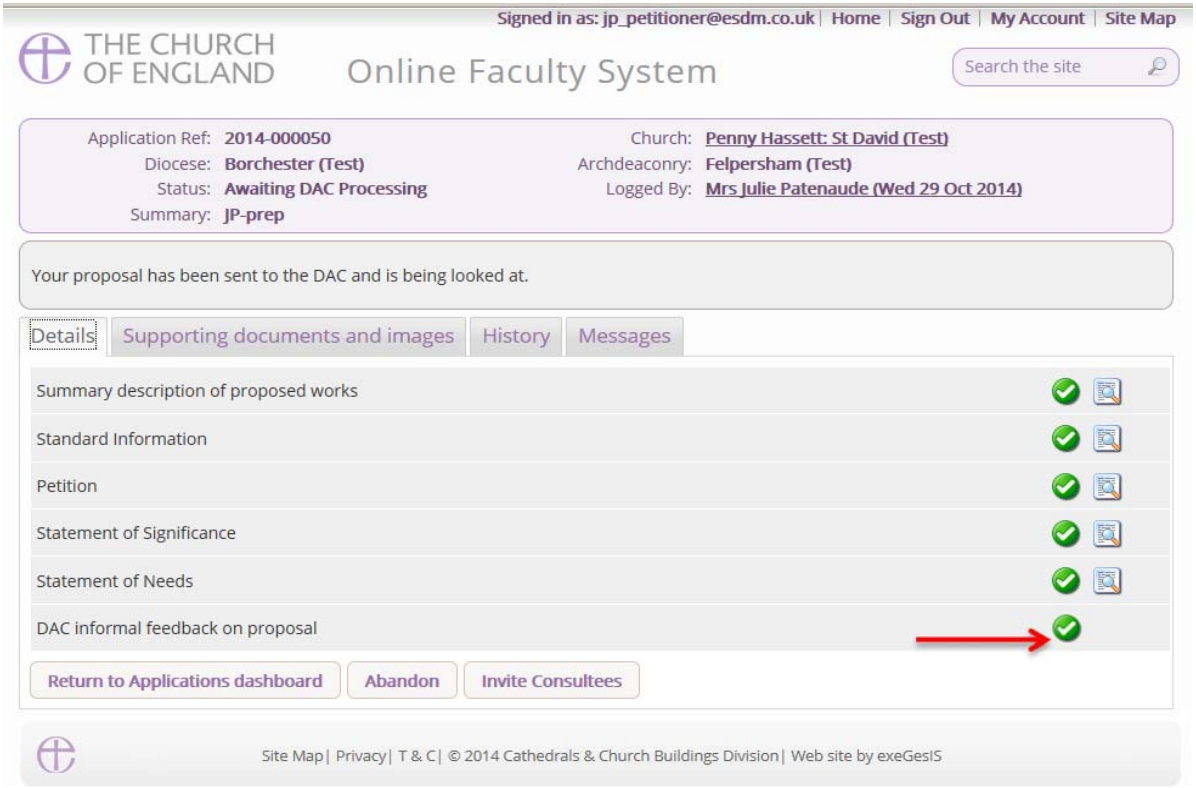
13. The file has successfully attached



Receiving Informal Advice from the DAC Secretary

The Online Faculty System will inform your DAC Secretary once you have submitted your proposal.

You can keep track of the progress of your application by logging into your account and monitoring the status icon.


Signed in as: jp_petitioner@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000050
Diocese: Borchester (Test)
Status: Awaiting DAC Processing
Summary: JP-prep
Church: Penny Hassett: St David (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Julie Patenaude (Wed 29 Oct 2014)
Your proposal has been sent to the DAC and is being looked at.
Details
Supporting documents and images
History
Messages
Summary description of proposed works
Standard Information
Petition
Statement of Significance
Statement of Needs
DAC informal feedback on proposal
Return to Applications dashboard
Abandon
Invite Consultees
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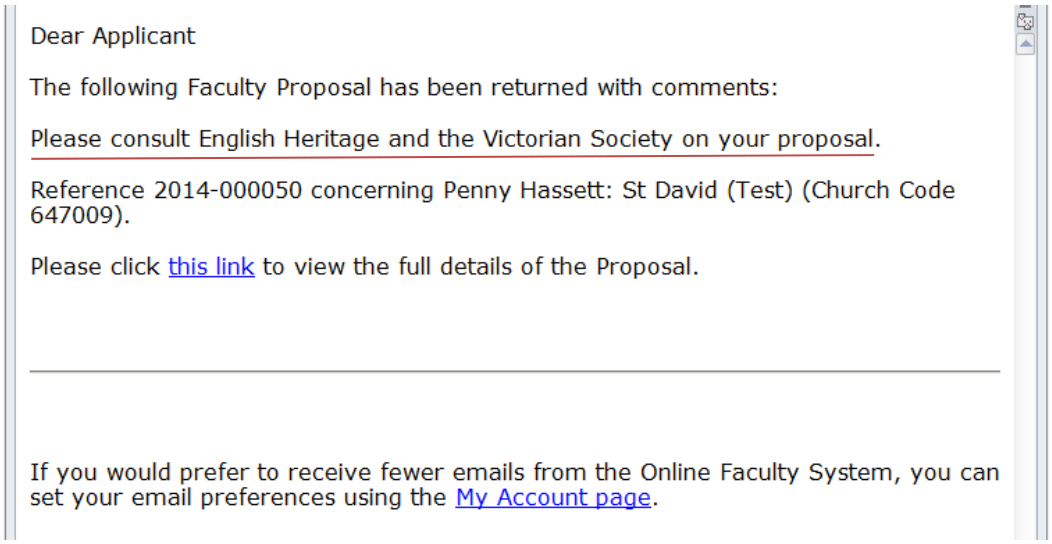
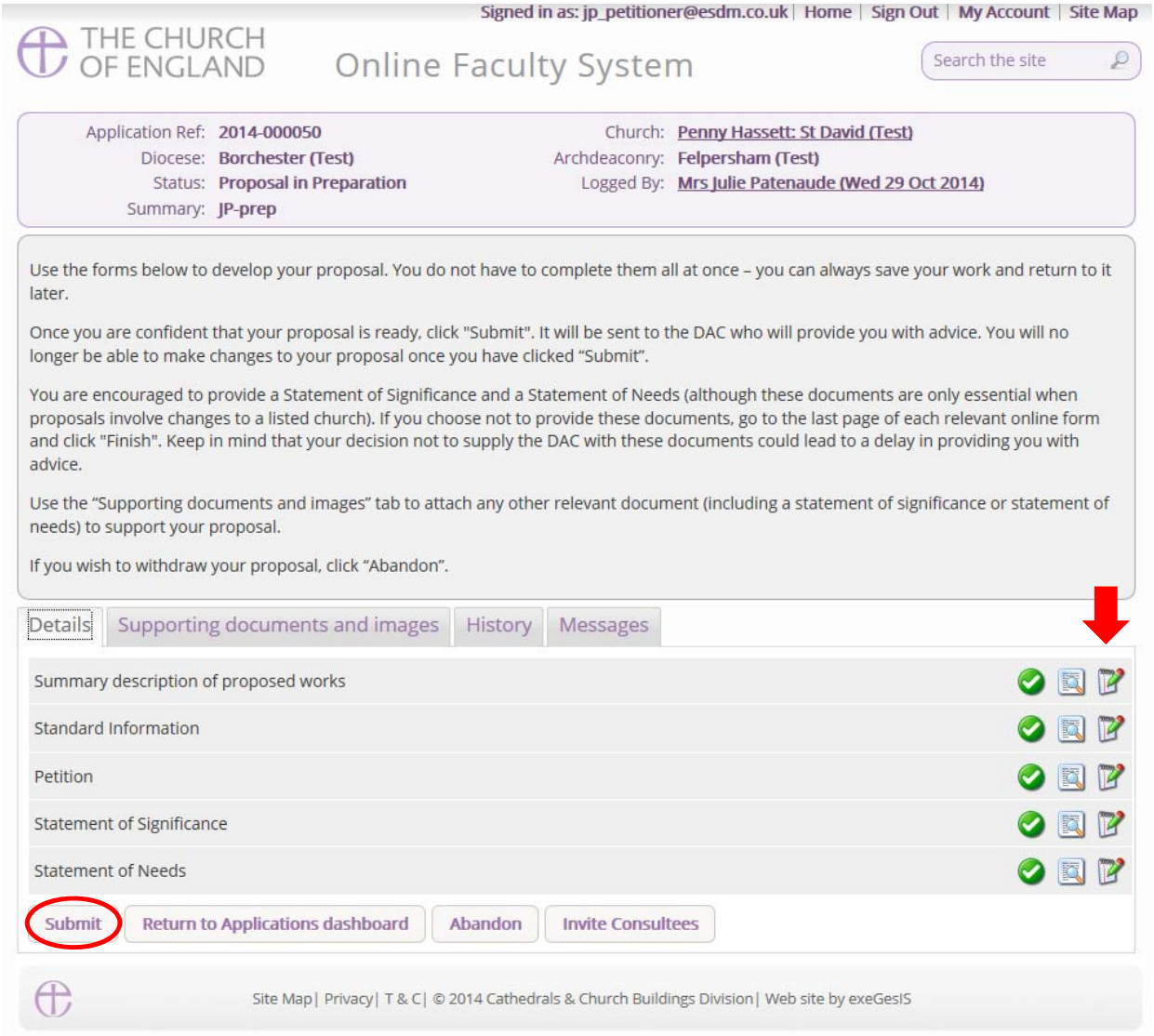
Should the DAC Secretary decide that further information is required in order to provide formal advice, you will receive an email from the Online Faculty System which will include all the DAC's comments.


Dear Applicant
The following Faculty Proposal has been returned with comments:
Please consult English Heritage and the Victorian Society on your proposal.
Reference 2014-000050 concerning Penny Hassett: St David (Test) (Church Code 647009).
Please click this link to view the full details of the Proposal.
If you would prefer to receive fewer emails from the Online Faculty System, you can set your email preferences using the My Account page.

In order to make changes to your proposal:

1. Sign In to the Online Faculty System
2. Locate your proposal on your Dashboard (see *Navigating your Dashboard* page 14)
3. Make the necessary changes using the **Edit** icons


Signed in as: jp_petitioner@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000050
Diocese: Borchester (Test)
Status: Proposal in Preparation
Summary: JP-prep
Church: Penny Hassett: St David (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Julie Patenaude (Wed 29 Oct 2014)
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Use the "Supporting documents and images" tab to attach any other relevant document (including a statement of significance or statement of needs) to support your proposal.
If you wish to withdraw your proposal, click "Abandon".
Details
Supporting documents and images
History
Messages
Summary description of proposed works
Standard Information
Petition
Statement of Significance
Statement of Needs
Submit
Return to Applications dashboard
Abandon
Invite Consultees
Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

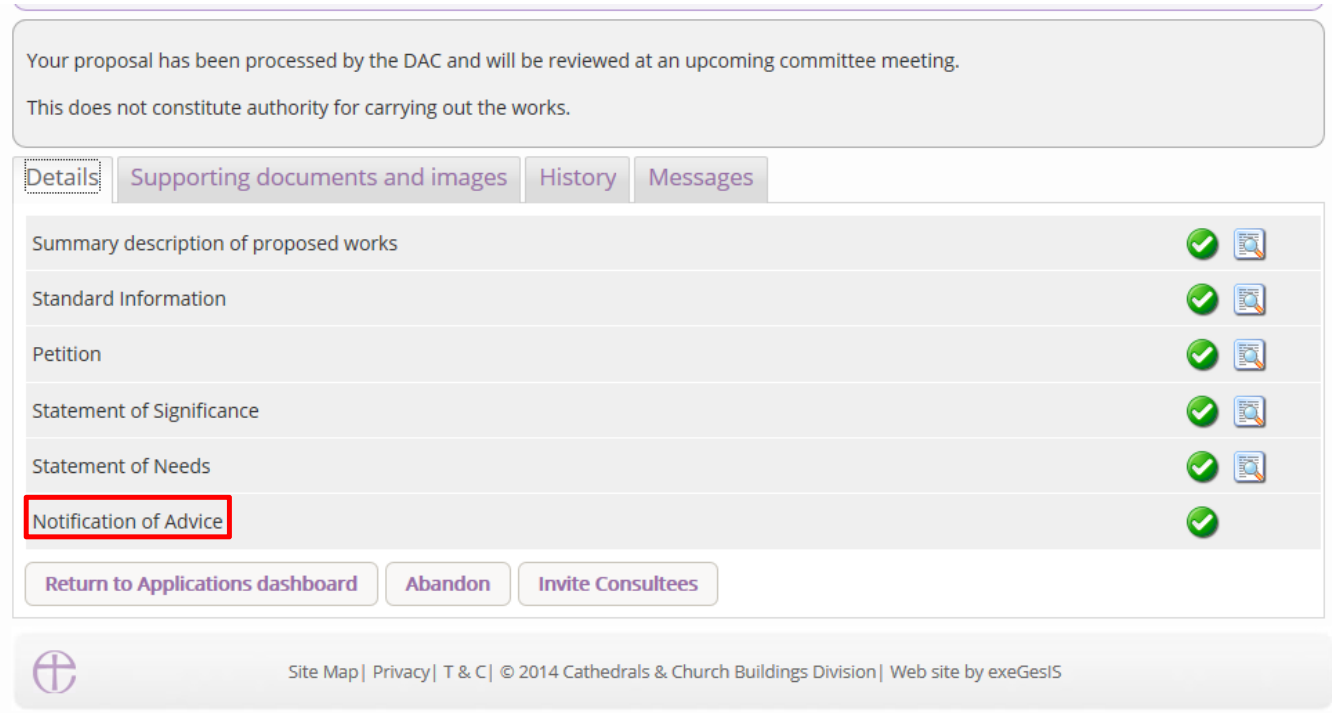
4. Once your finished making alterations to your proposal, click Submit to return it to your DAC Secretary

Receiving Formal Advice from the DAC Committee

The Online Faculty System will inform your DAC Secretary once you have submitted your proposal.

You can keep track of the progress of your application by logging into your account and monitoring the status icon.

Should the DAC Secretary decide that your proposal is ready to go before the Committee, the Notification of Advice form will appear on your case file.


Your proposal has been processed by the DAC and will be reviewed at an upcoming committee meeting.
This does not constitute authority for carrying out the works.
Details
Supporting documents and images
History
Messages
Summary description of proposed works
Standard Information
Petition
Statement of Significance
Statement of Needs
Notification of Advice
Return to Applications dashboard
Abandon
Invite Consultees
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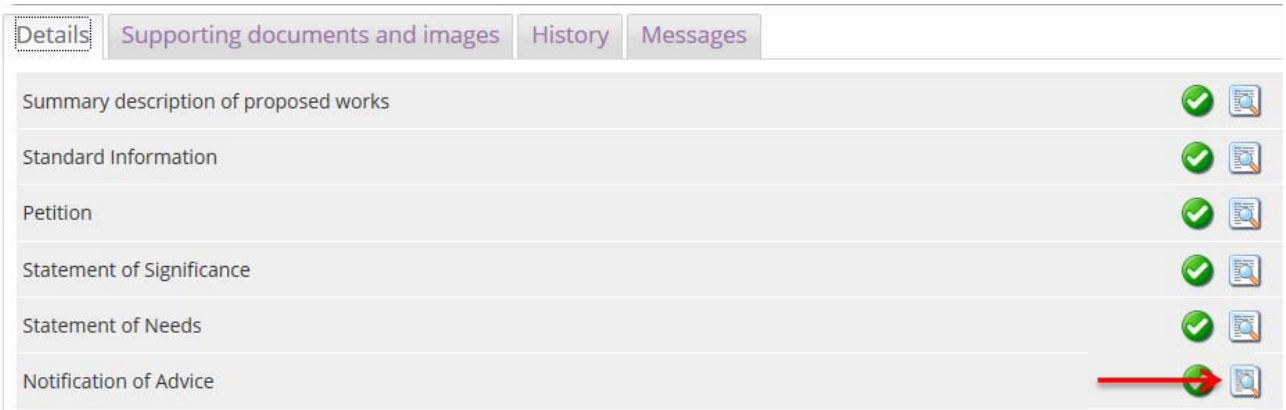
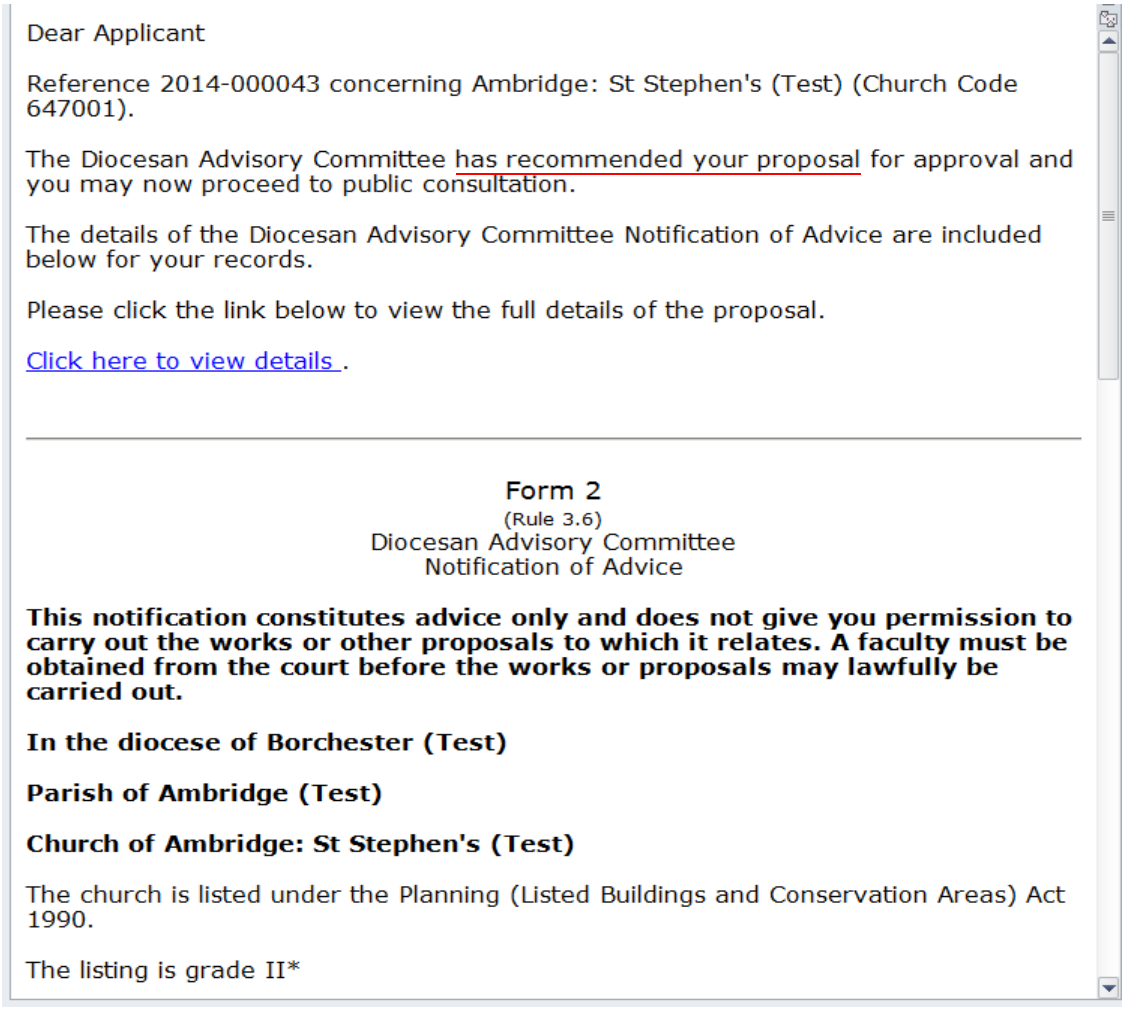
Once the Committee has made its determination, you will automatically receive their formal advice by email.

You will also be able to access the Notification of Advice by clicking the **View** icon in your proposal's case file.



The DAC recommends your proposal

Should the Committee recommend your proposal, you will receive a Notification of Advice via email.



Dear Applicant

Reference 2014-000043 concerning Ambridge: St Stephen's (Test) (Church Code 647001).

The Diocesan Advisory Committee has recommended your proposal for approval and you may now proceed to public consultation.

The details of the Diocesan Advisory Committee Notification of Advice are included below for your records.

Please click the link below to view the full details of the proposal.

Click here to view details .

Form 2
(Rule 3.6)
Diocesan Advisory Committee
Notification of Advice

This notification constitutes advice only and does not give you permission to carry out the works or other proposals to which it relates. A faculty must be obtained from the court before the works or proposals may lawfully be carried out.

In the diocese of Borchester (Test)

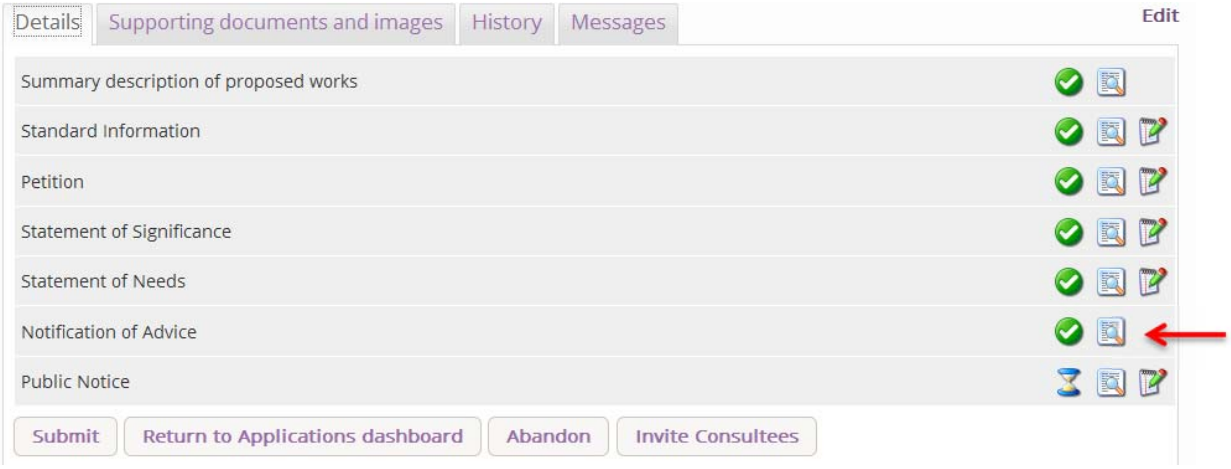
Parish of Ambridge (Test)

Church of Ambridge: St Stephen's (Test)

The church is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990.

The listing is grade II*

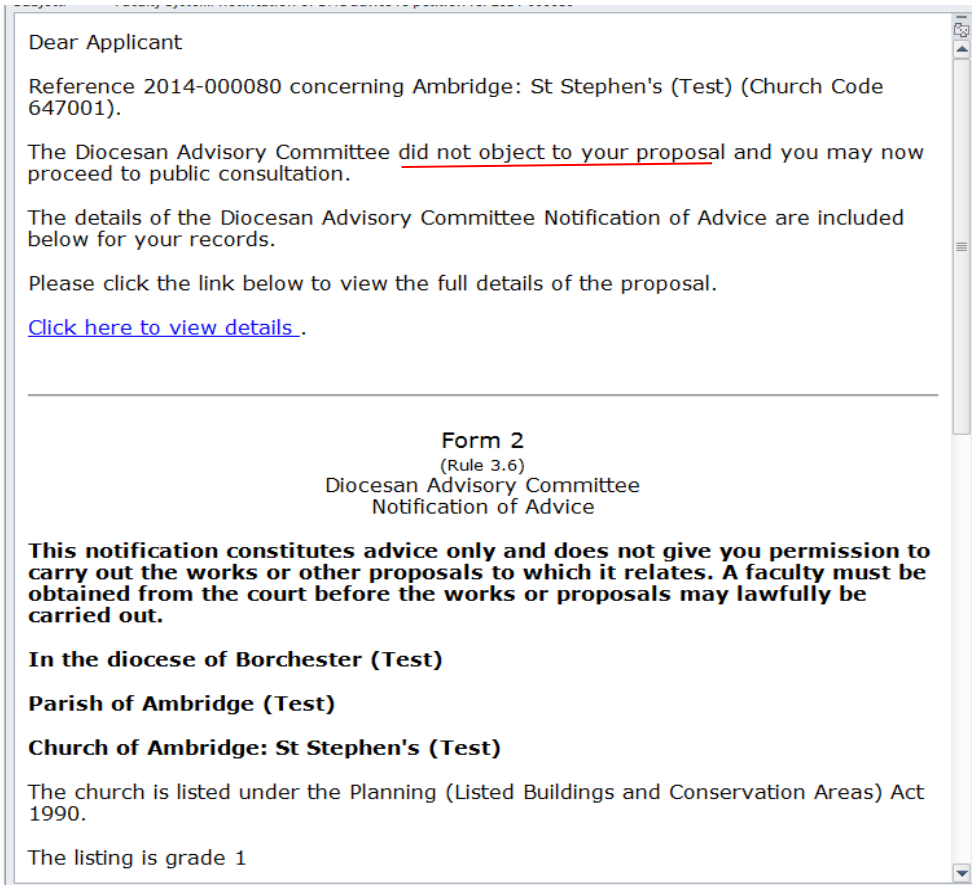
1. Sign in to the Online Faculty System
2. Locate your proposal on your dashboard (see *Navigating your Dashboard* page 14)
3. Click the **View** icon to access the Notification of Advice



Before submitting your formal application to the Registrar and Chancellor, you will need to complete the Public Notice form (see page 61).

The DAC does not object to your proposal

Should the Committee not object to your proposal, you will receive a Notification of Advice via email.



Dear Applicant

Reference 2014-000080 concerning Ambridge: St Stephen's (Test) (Church Code 647001).

The Diocesan Advisory Committee did not object to your proposal and you may now proceed to public consultation.

The details of the Diocesan Advisory Committee Notification of Advice are included below for your records.

Please click the link below to view the full details of the proposal.

Click here to view details .

Form 2
(Rule 3.6)
Diocesan Advisory Committee
Notification of Advice

This notification constitutes advice only and does not give you permission to carry out the works or other proposals to which it relates. A faculty must be obtained from the court before the works or proposals may lawfully be carried out.

In the diocese of Borchester (Test)

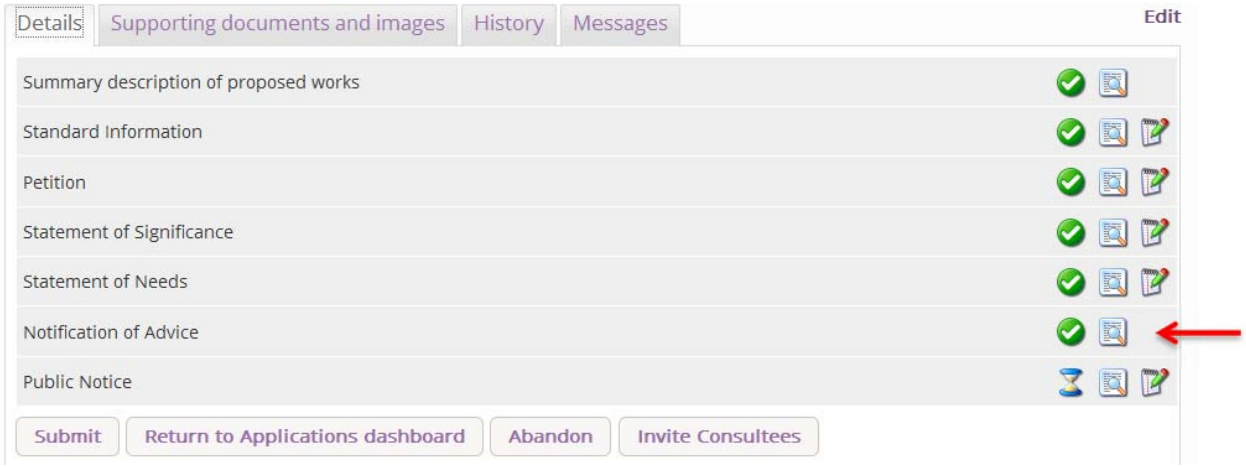
Parish of Ambridge (Test)

Church of Ambridge: St Stephen's (Test)

The church is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990.

The listing is grade 1

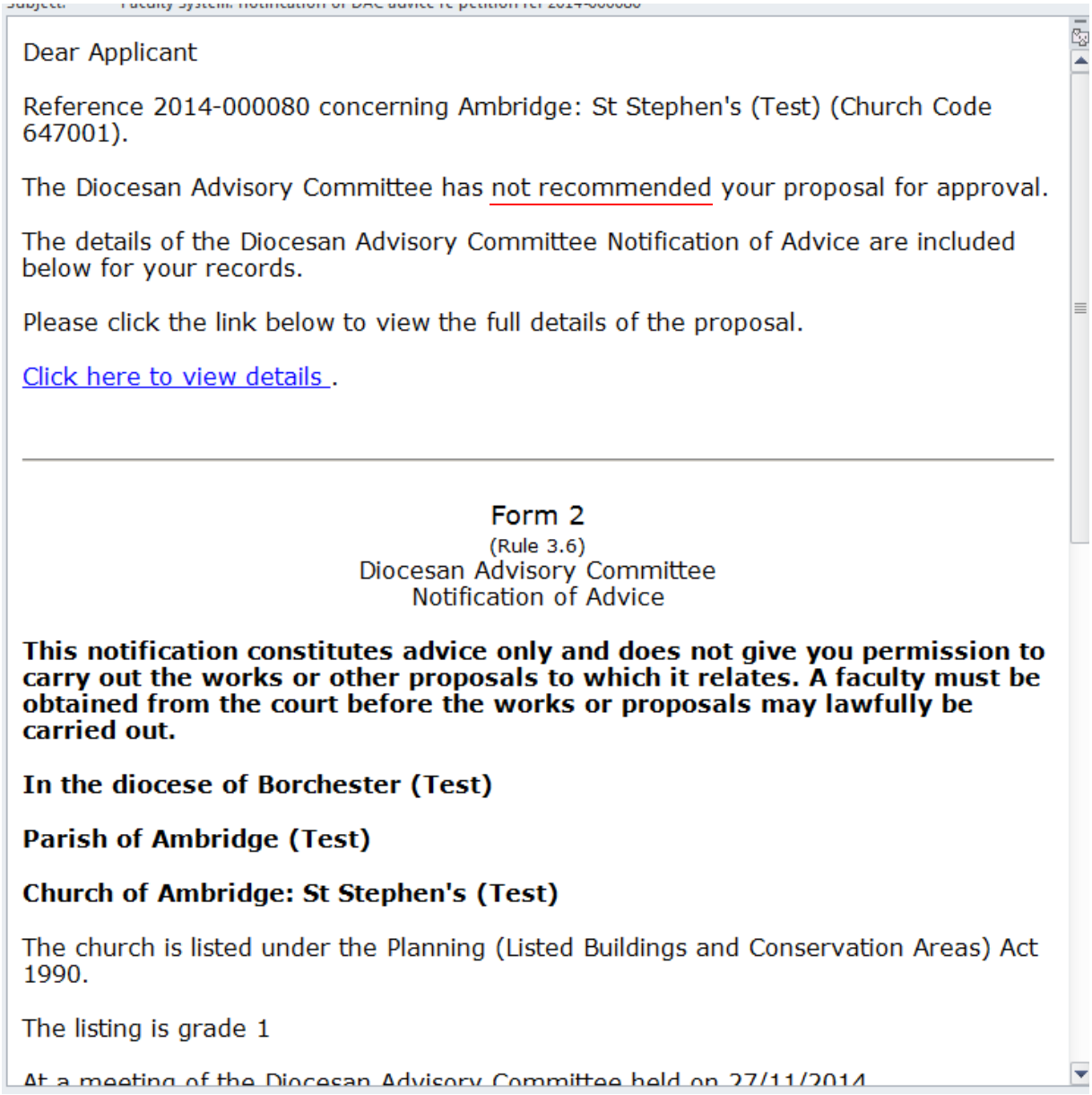
1. Sign in to the Online Faculty System
2. Locate your proposal on your dashboard (see *Navigating your Dashboard* page 14)
3. Click the **View** icon to access the Notification of Advice



Before submitting your formal application to the Registrar and Chancellor, you will need to complete the Public Notice form (see page 61).

The DAC does not recommend your proposal

Should the Committee not recommend your proposal, you will receive a Notification of Advice via email.



Dear Applicant

Reference 2014-000080 concerning Ambridge: St Stephen's (Test) (Church Code 647001).

The Diocesan Advisory Committee has not recommended your proposal for approval.

The details of the Diocesan Advisory Committee Notification of Advice are included below for your records.

Please click the link below to view the full details of the proposal.

Click here to view details .

Form 2
(Rule 3.6)
Diocesan Advisory Committee
Notification of Advice

This notification constitutes advice only and does not give you permission to carry out the works or other proposals to which it relates. A faculty must be obtained from the court before the works or proposals may lawfully be carried out.

In the diocese of Borchester (Test)

Parish of Ambridge (Test)

Church of Ambridge: St Stephen's (Test)

The church is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990.

The listing is grade 1

At a meeting of the Diocesan Advisory Committee held on 27/11/2014

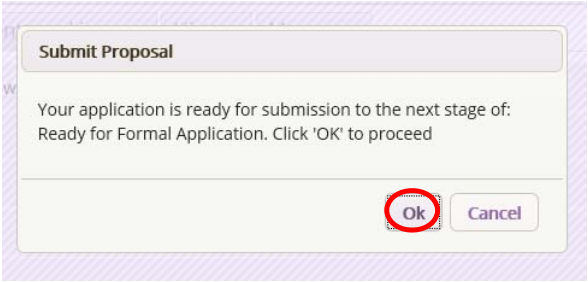
1. Sign in to the Online Faculty System
2. Locate your proposal on your dashboard (see *Navigating your Dashboard* page 14)
3. Click the **View** icon to access the Notification of Advice

Once you have read the DAC's advice, you can choose to either submit your formal application to the Registrar and Chancellor for determination, **OR** revise your proposal in line with the DAC's advice.

To **submit** your formal application to the Registrar and Chancellor:

1. Click **Submit anyway**

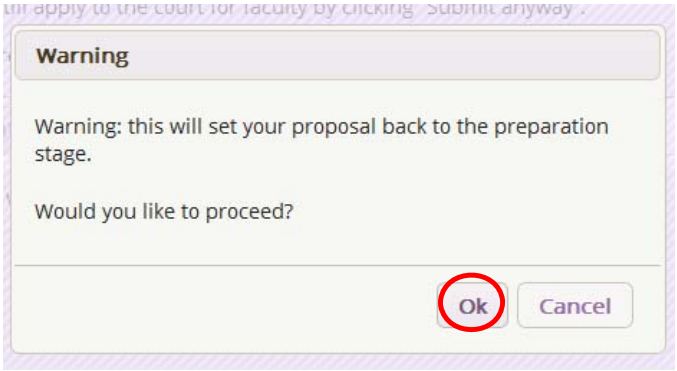
2. Click **Ok** to proceed


Submit Proposal
Your application is ready for submission to the next stage of:
Ready for Formal Application. Click 'OK' to proceed
Ok
Cancel

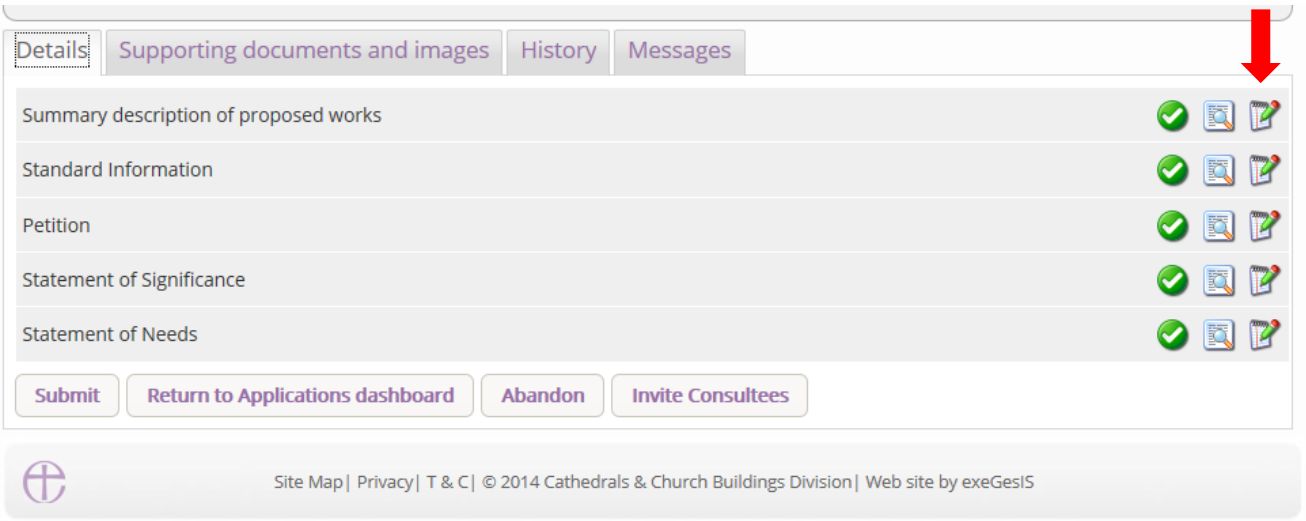
To **revise** your proposal in line with the DAC's advice:

1. Click **revise**

2. Click **OK** to proceed



3. You can **make changes** to your proposal and continue to seek DAC advice.



Public Notice Form

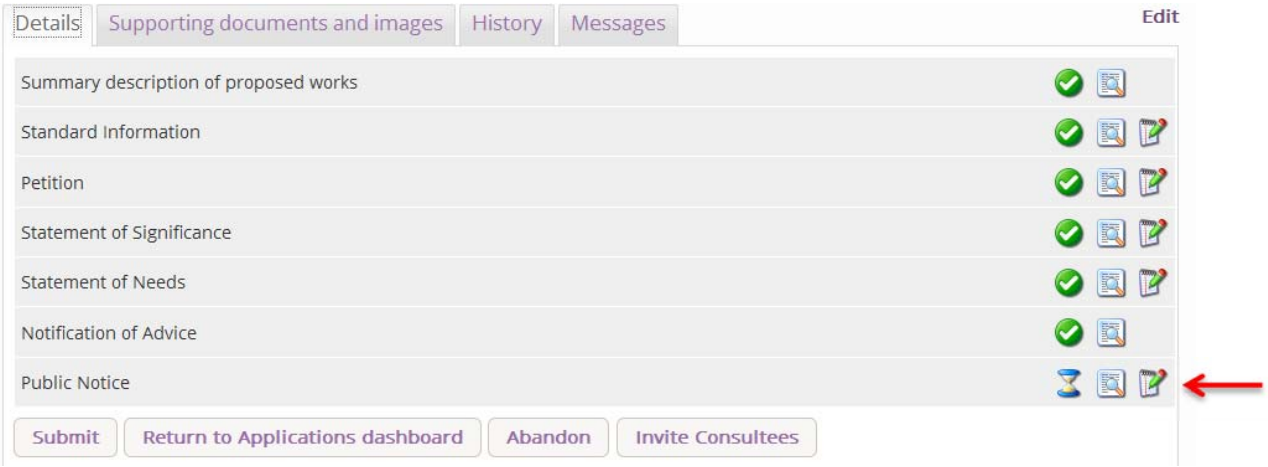
Your Public Notice must be displayed inside and outside the church building on a notice board or in a prominent position so that it can be read by the public.

It must be displayed no later than on the day you submit your application to the diocesan registry (or on a later day if the chancellor so directs)

And it must be displayed for a continuous period of 28 days (or longer). The online system will send you an email reminder when the notice period has ended.

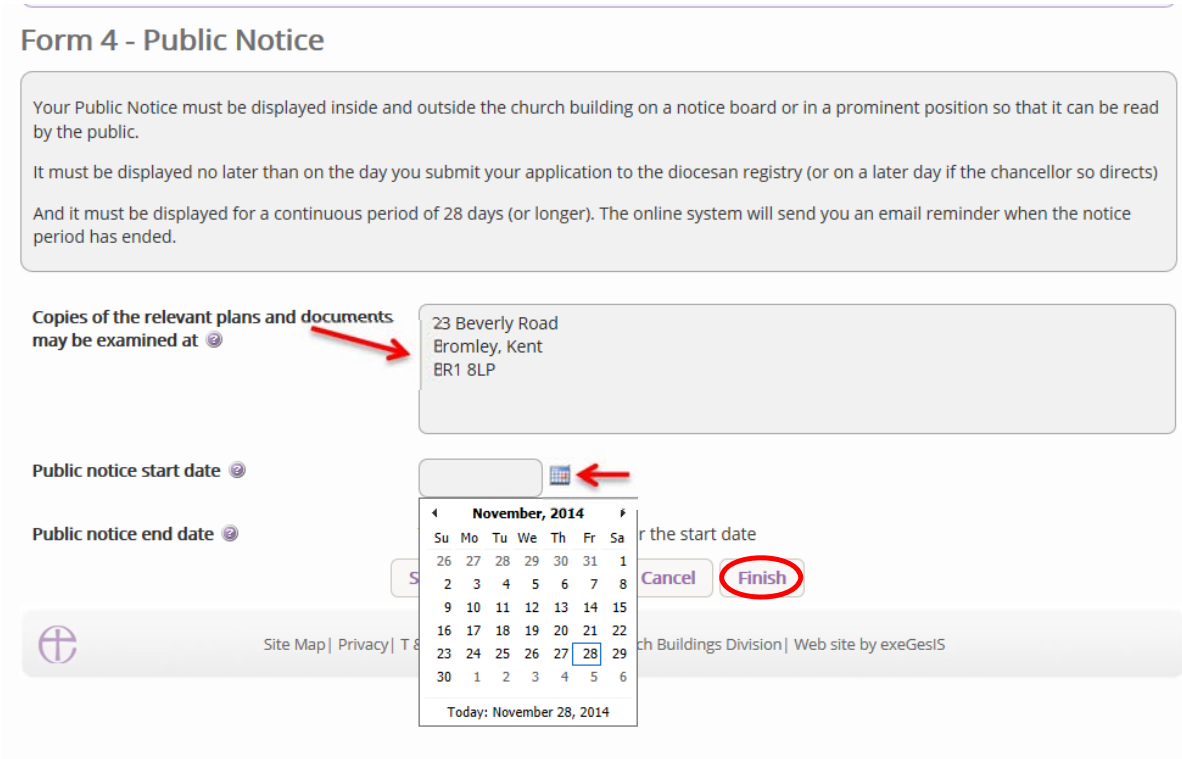
To complete the public notice form:

1. Sign in to the Online Faculty System
2. Locate your proposal on your dashboard (see *Navigating your Dashboard* page 14)
3. Click the **Edit** icon



N.B. if you have not already done so, complete the remaining information on the petition form before submitting your application to the courts. **You must not change your schedule of works** (page 2) as this has been agreed by your DAC. If you change your schedule of works, you risk having to start the application progress again. If you have decided not to apply for everything on your schedule of works, please notify your registry.

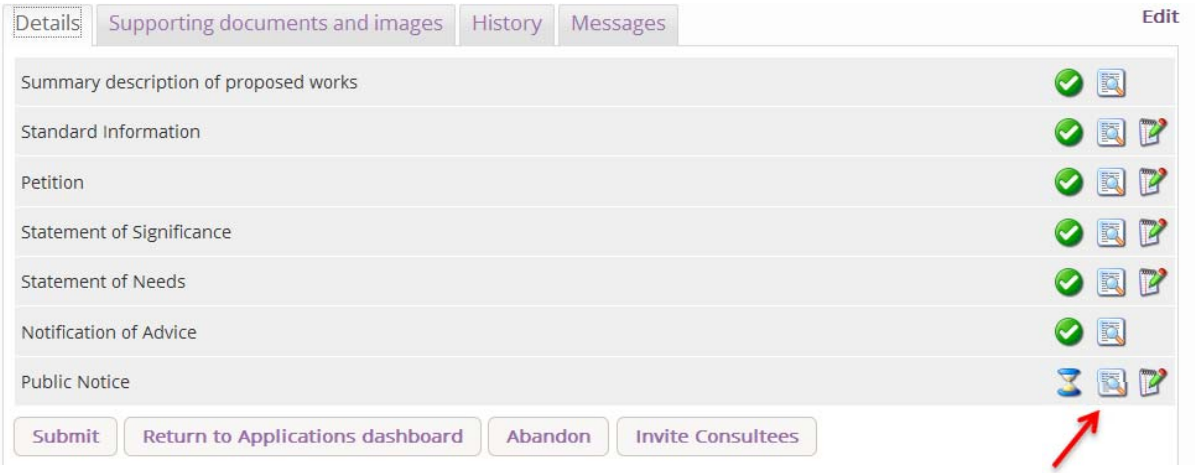
4. Indicate **where** a member of the public could view copies of application's the relevant plans and documents
5. Using the **Calendar** function, select the date you will put up the public notice inside and outside your church building
6. Click **Finish**. (You will still be able to make changes if necessary)


Form 4 - Public Notice
Your Public Notice must be displayed inside and outside the church building on a notice board or in a prominent position so that it can be read by the public.
It must be displayed no later than on the day you submit your application to the diocesan registry (or on a later day if the chancellor so directs)
And it must be displayed for a continuous period of 28 days (or longer). The online system will send you an email reminder when the notice period has ended.
Copies of the relevant plans and documents may be examined at
23 Beverly Road
Bromley, Kent
BR1 8LP
Public notice start date
Public notice end date
November, 2014
Su Mo Tu We Th Fr Sa
Today: November 28, 2014
Cancel
Finish
Site Map | Privacy |

The Online Faculty System will automatically calculate the end date for you.

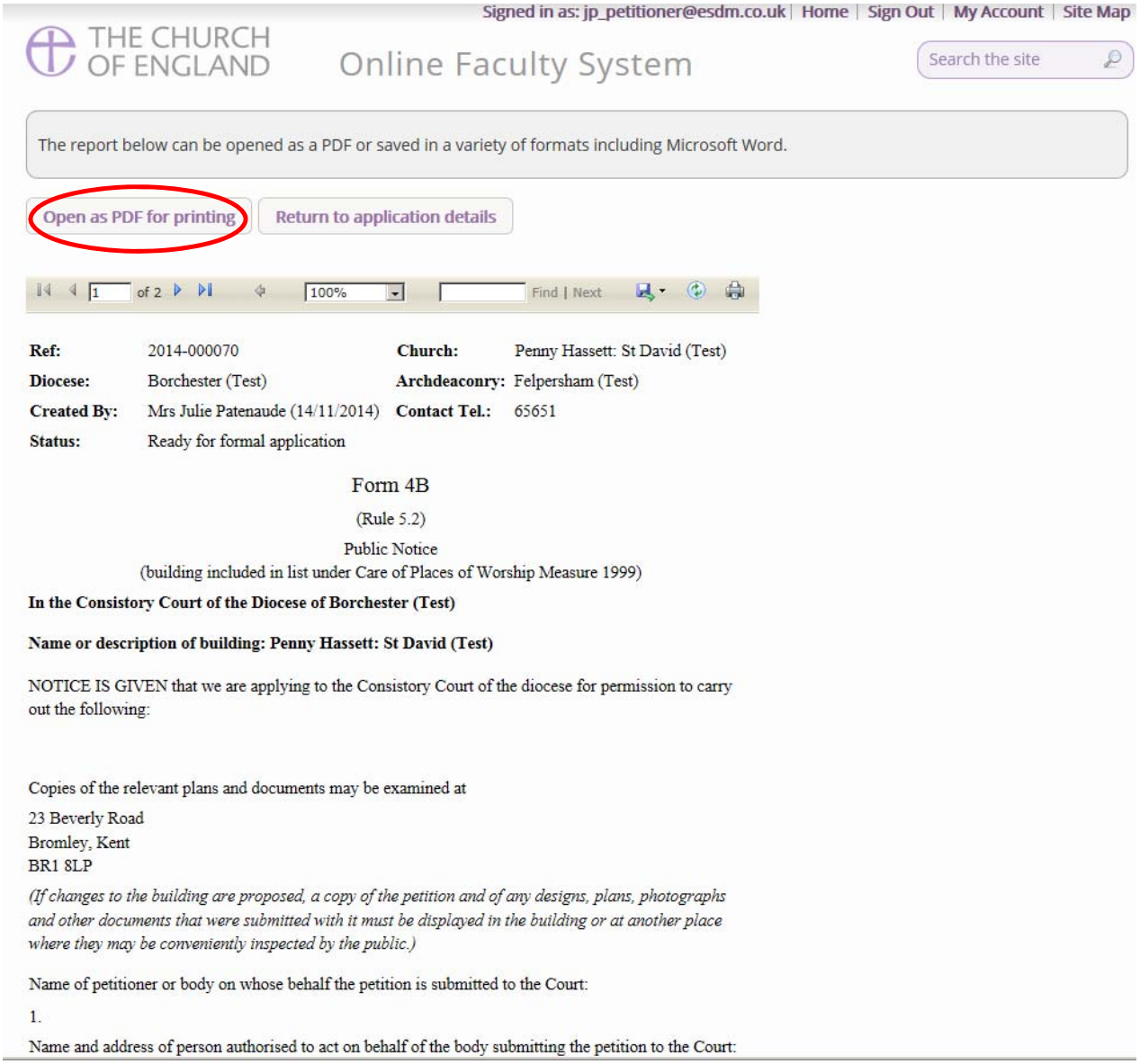
To **print** and/or access your Public Notice form:

7. Click the **View** icon



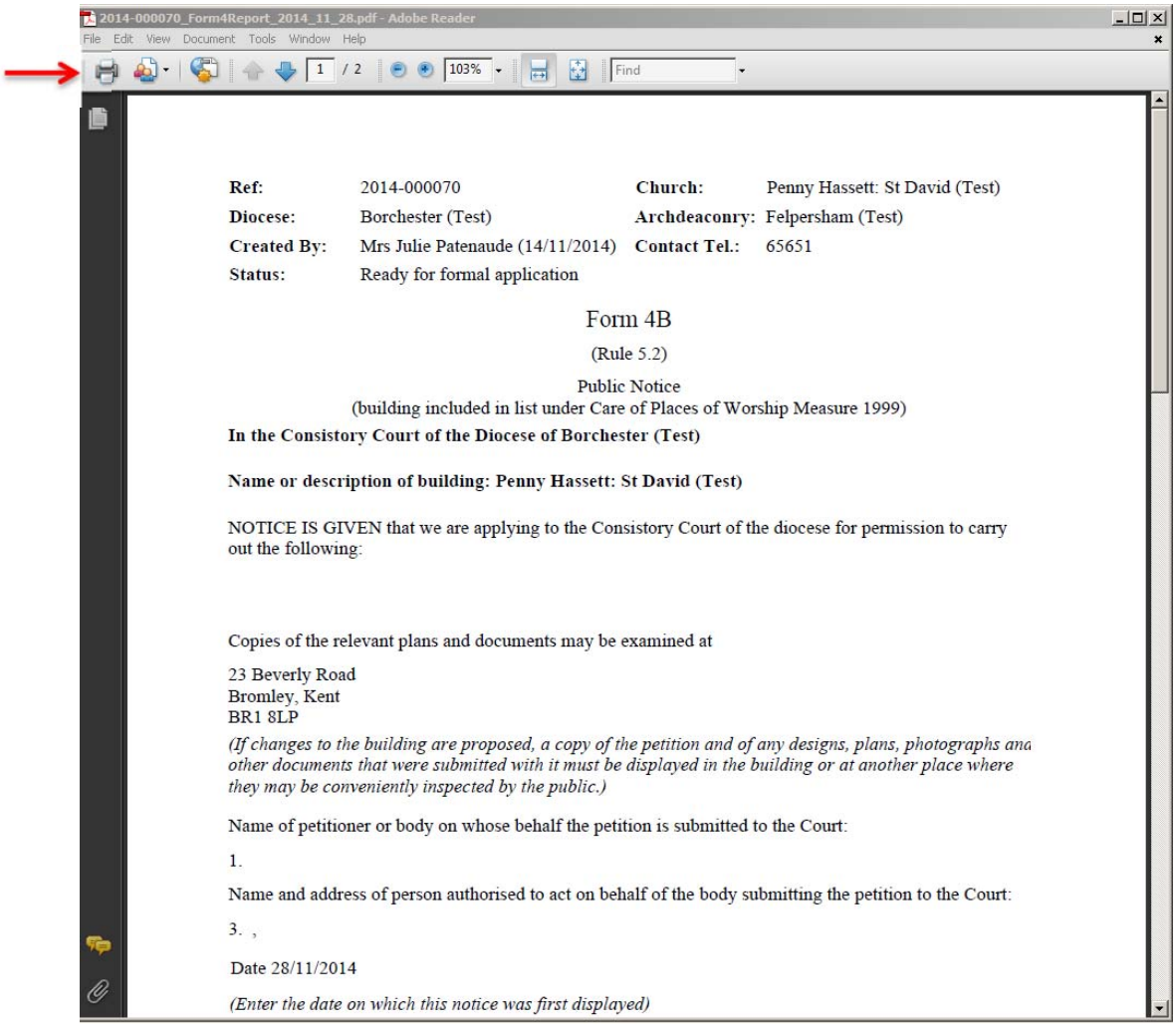
8. Click **Open as PDF for printing**

*Please note that this function will only work if you have installed Adobe Acrobat Reader software on your computer. This software is free to download and can be obtained by clicking this link http://get.adobe.com/uk/reader/


Signed in as: jp_petitioner@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
The report below can be opened as a PDF or saved in a variety of formats including Microsoft Word.
Open as PDF for printing
Return to application details
1 of 2
100%
Find | Next
Ref: 2014-000070
Church: Penny Hassett: St David (Test)
Diocese: Borchester (Test)
Archdeaconry: Felpersham (Test)
Created By: Mrs Julie Patenaude (14/11/2014)
Contact Tel.: 65651
Status: Ready for formal application
Form 4B
(Rule 5.2)
Public Notice
(building included in list under Care of Places of Worship Measure 1999)
In the Consistory Court of the Diocese of Borchester (Test)
Name or description of building: Penny Hassett: St David (Test)
NOTICE IS GIVEN that we are applying to the Consistory Court of the diocese for permission to carry out the following:
Copies of the relevant plans and documents may be examined at
23 Beverly Road
Bromley, Kent
BR1 8LP
(If changes to the building are proposed, a copy of the petition and of any designs, plans, photographs and other documents that were submitted with it must be displayed in the building or at another place where they may be conveniently inspected by the public.)
Name of petitioner or body on whose behalf the petition is submitted to the Court:
1.
Name and address of person authorised to act on behalf of the body submitting the petition to the Court:

9. The Public Notice form will open as a PDF. Click **Print**

   *Please note this process might be slightly different according to individual computers and operating systems.


2014-000070_Form4Report_2014_11_28.pdf - Adobe Reader
File Edit View Document Tools Window Help
1 / 2
103%
Find
Ref: 2014-000070
Church: Penny Hassett: St David (Test)
Diocese: Borchester (Test)
Archdeaconry: Felpersham (Test)
Created By: Mrs Julie Patenaude (14/11/2014)
Contact Tel.: 65651
Status: Ready for formal application
Form 4B
(Rule 5.2)
Public Notice
(building included in list under Care of Places of Worship Measure 1999)
In the Consistory Court of the Diocese of Borchester (Test)
Name or description of building: Penny Hassett: St David (Test)
NOTICE IS GIVEN that we are applying to the Consistory Court of the diocese for permission to carry out the following:
Copies of the relevant plans and documents may be examined at
23 Beverly Road
Bromley, Kent
BR1 8LP
(If changes to the building are proposed, a copy of the petition and of any designs, plans, photographs and other documents that were submitted with it must be displayed in the building or at another place where they may be conveniently inspected by the public.)
Name of petitioner or body on whose behalf the petition is submitted to the Court:
1.
Name and address of person authorised to act on behalf of the body submitting the petition to the Court:
3. ,
Date 28/11/2014
(Enter the date on which this notice was first displayed)

Do not forget to click **submit** and send your application to the Registrar.

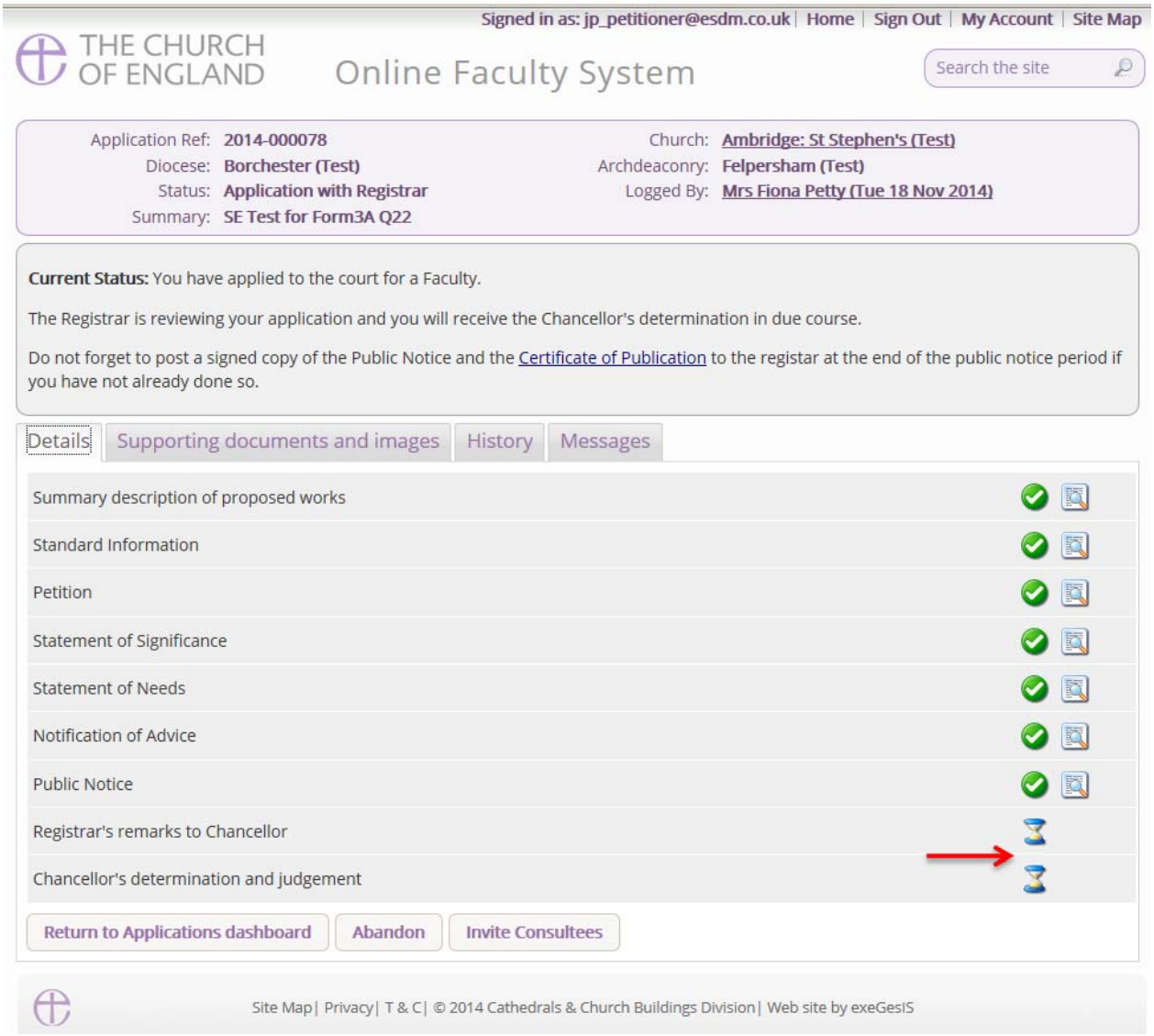
The Online Faculty System will automatically send you an email at the end of the public notice period.

Do not forget to take down your Public Notice form, remove and fill in the Certificate of Publication, and post it to your Diocesan Registry at the end of the public notice period.

Monitoring the Progress of your Faculty Application

You can easily monitor the progress of your faculty application while it is being assessed by the Registrar and Chancellor.

1. Sign in to the Online Faculty System
2. Locate your application using your Dashboard under **Active Cases** (see page 14)
3. Find the **Status** icons on the Registrar's remarks and Chancellor's determination forms.


Signed in as: jp_petitioner@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000078
Diocese: Borchester (Test)
Status: Application with Registrar
Summary: SE Test for Form3A Q22
Church: Ambridge: St Stephen's (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Fiona Petty (Tue 18 Nov 2014)
Current Status: You have applied to the court for a Faculty.
The Registrar is reviewing your application and you will receive the Chancellor's determination in due course.
Do not forget to post a signed copy of the Public Notice and the Certificate of Publication to the registar at the end of the public notice period if you have not already done so.
Details
Supporting documents and images
History
Messages
Summary description of proposed works
Standard Information
Petition
Statement of Significance
Statement of Needs
Notification of Advice
Public Notice
Registrar's remarks to Chancellor
Chancellor's determination and judgement
Return to Applications dashboard
Abandon
Invite Consultees
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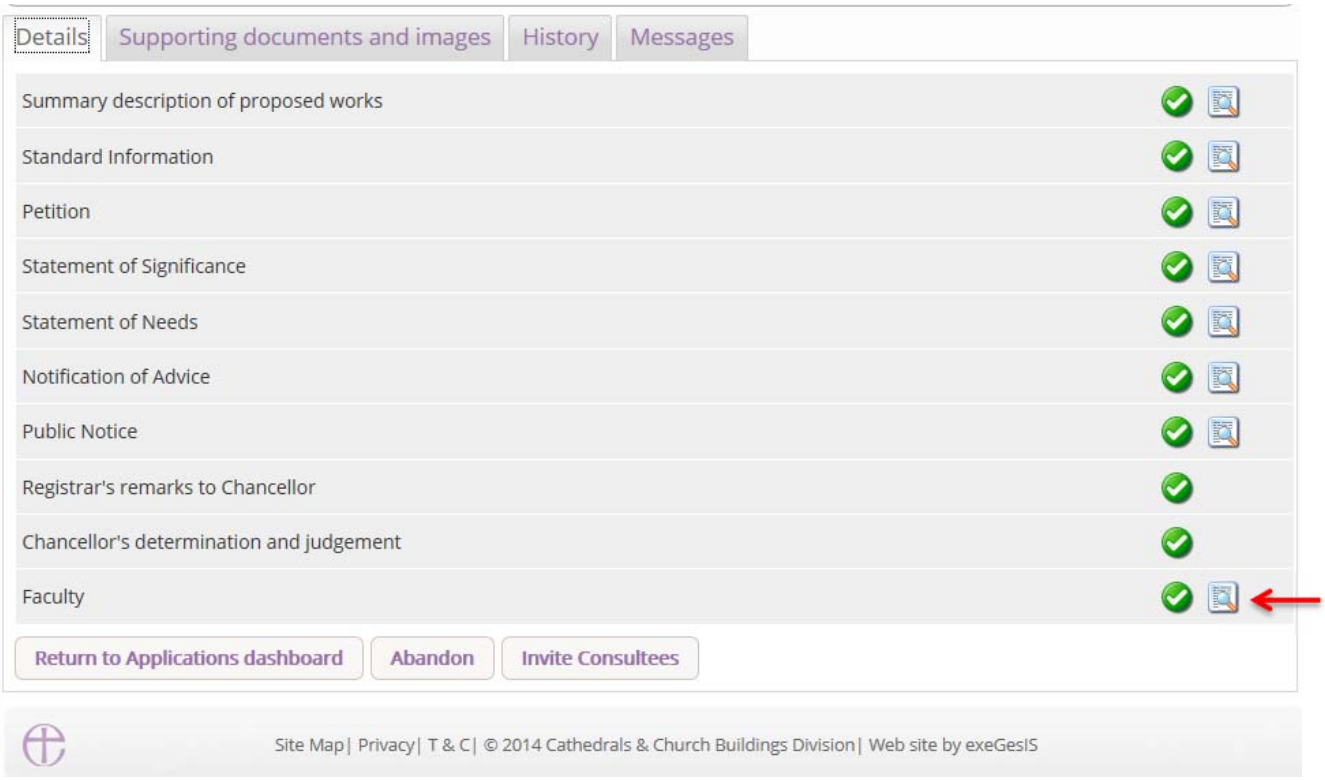
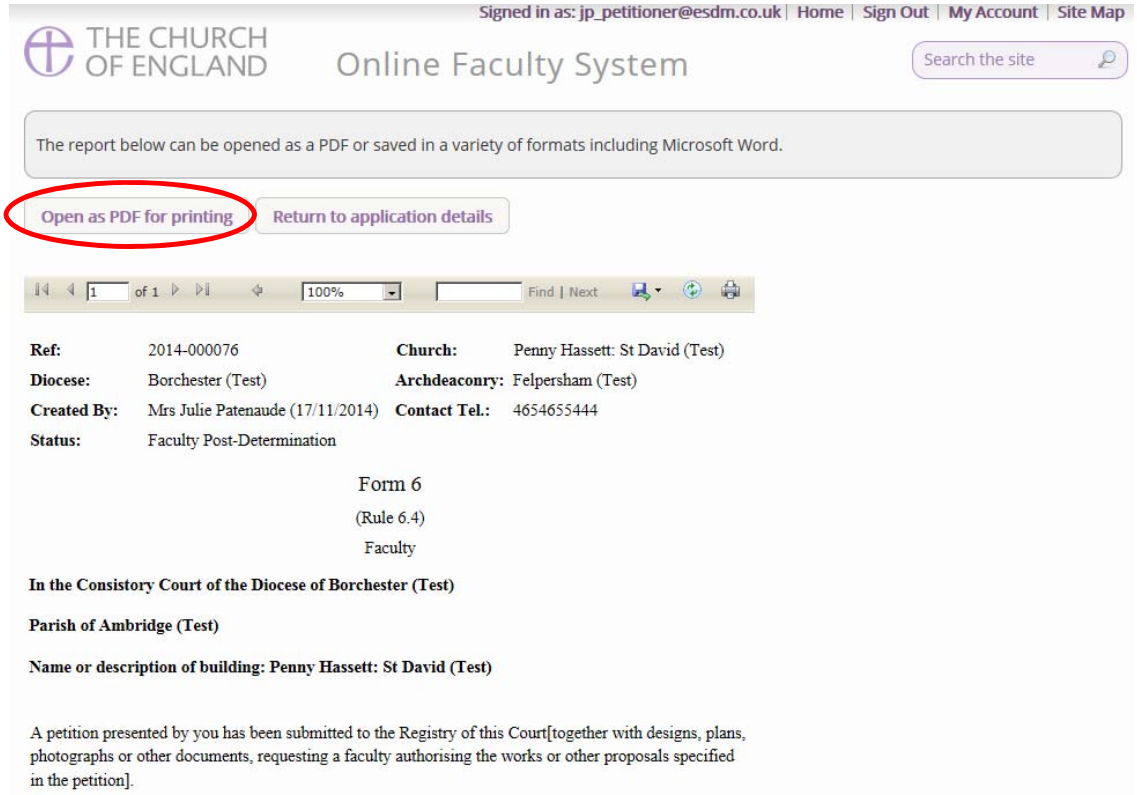
Faculty Approved

In cases where the Chancellor approves your faculty application, the Registrar will contact you through the Online Faculty System to inform you of the decision.

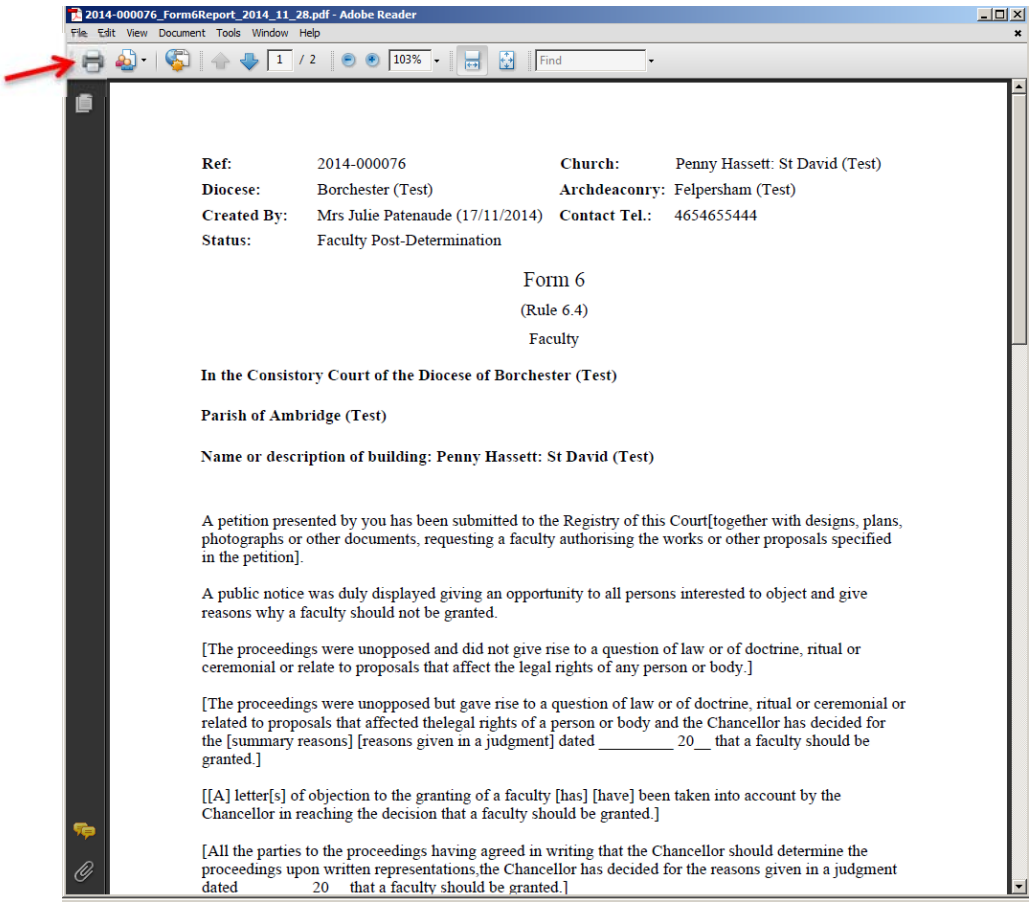
1. Sign in to the Online Faculty System
2. Locate your application using your Dashboard under **Archived Cases** (see page 14)
3. Click the **View** icon on the Faculty Form



4. Click **Open as PDF for printing**


Signed in as: jp_petitioner@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
The report below can be opened as a PDF or saved in a variety of formats including Microsoft Word.
Open as PDF for printing
Return to application details
1 of 1
100%
Find | Next
Ref: 2014-000076
Church: Penny Hassett: St David (Test)
Diocese: Borchester (Test)
Archdeaconry: Felpersham (Test)
Created By: Mrs Julie Patenaude (17/11/2014)
Contact Tel.: 4654655444
Status: Faculty Post-Determination
Form 6
(Rule 6.4)
Faculty
In the Consistory Court of the Diocese of Borchester (Test)
Parish of Ambridge (Test)
Name or description of building: Penny Hassett: St David (Test)
A petition presented by you has been submitted to the Registry of this Court[together with designs, plans, photographs or other documents, requesting a faculty authorising the works or other proposals specified in the petition].

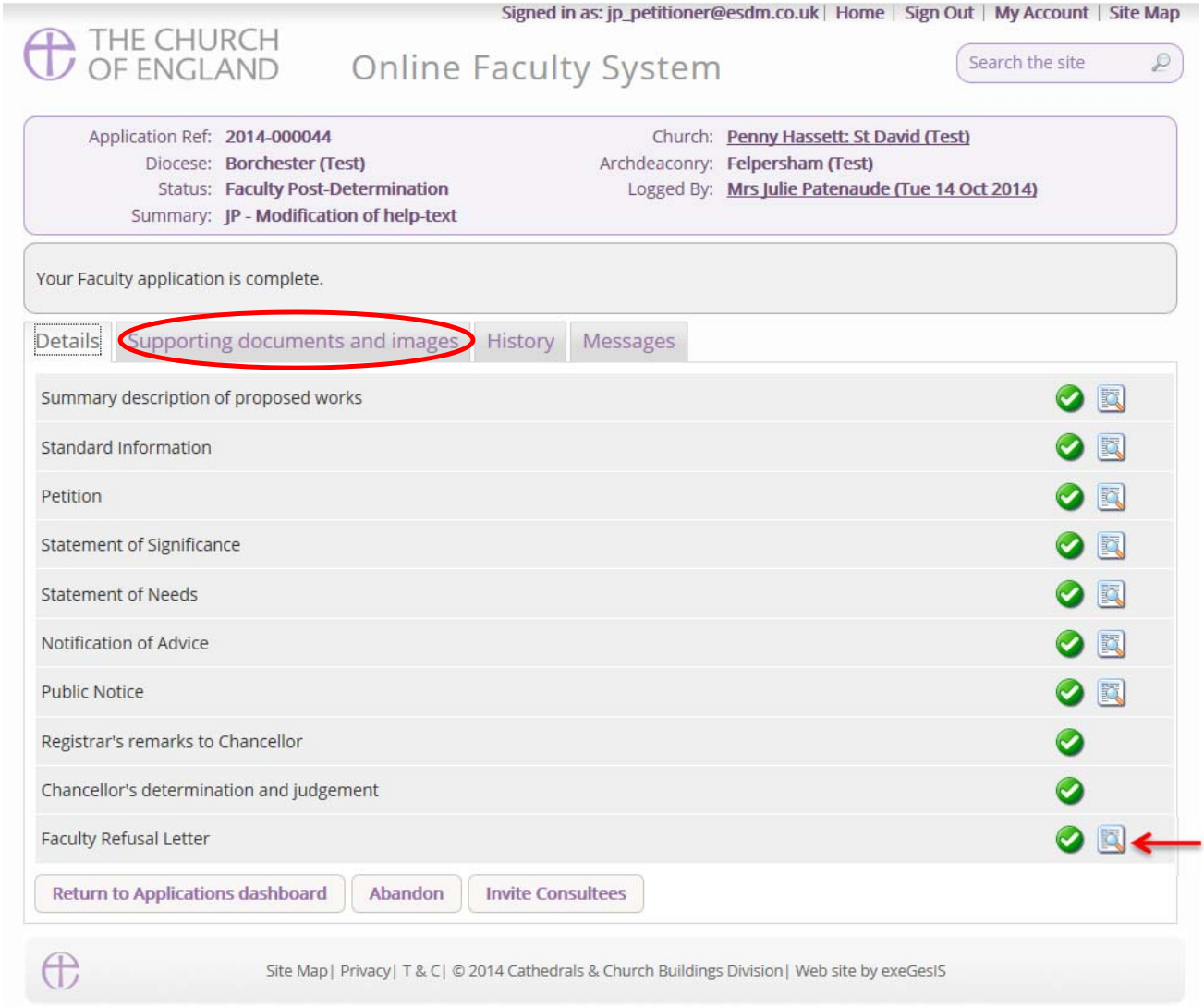
5. Click **Print**


2014-000076_Form6Report_2014_11_28.pdf - Adobe Reader
File Edit View Document Tools Window Help
1 / 2
103%
Find
Ref: 2014-000076
Church: Penny Hassett: St David (Test)
Diocese: Borchester (Test)
Archdeaconry: Felpersham (Test)
Created By: Mrs Julie Patenaude (17/11/2014)
Contact Tel.: 4654655444
Status: Faculty Post-Determination
Form 6
(Rule 6.4)
Faculty
In the Consistory Court of the Diocese of Borchester (Test)
Parish of Ambridge (Test)
Name or description of building: Penny Hassett: St David (Test)
A petition presented by you has been submitted to the Registry of this Court[together with designs, plans, photographs or other documents, requesting a faculty authorising the works or other proposals specified in the petition].
A public notice was duly displayed giving an opportunity to all persons interested to object and give reasons why a faculty should not be granted.
[The proceedings were unopposed and did not give rise to a question of law or of doctrine, ritual or ceremonial or relate to proposals that affect the legal rights of any person or body.]
[The proceedings were unopposed but gave rise to a question of law or of doctrine, ritual or ceremonial or related to proposals that affected thelegal rights of a person or body and the Chancellor has decided for the [summary reasons] [reasons given in a judgment] dated _____ 20__ that a faculty should be granted.]
[[A] letter[s] of objection to the granting of a faculty [has] [have] been taken into account by the Chancellor in reaching the decision that a faculty should be granted.]
[All the parties to the proceedings having agreed in writing that the Chancellor should determine the proceedings upon written representations,the Chancellor has decided for the reasons given in a judgment dated 20 that a faculty should be granted.]

Faculty Refused

In cases where the Chancellor refuses your faculty application, the Registrar will contact you through the Online Faculty System to inform you of the decision.

1. Sign in to the Online Faculty System
2. Locate your application using your Dashboard under **Archived Cases** (see page 14)
3. Click the **View** icon on the Faculty Refusal Letter to read the Registrar's comments
4. Go to the **Supporting documents and Images** Tab to find the Chancellor's judgement


Signed in as: jp_petitioner@esdm.co.uk | Home | Sign Out | My Account | Site Map
THE CHURCH OF ENGLAND
Online Faculty System
Search the site
Application Ref: 2014-000044
Diocese: Borchester (Test)
Status: Faculty Post-Determination
Summary: JP - Modification of help-text
Church: Penny Hassett: St David (Test)
Archdeaconry: Felpersham (Test)
Logged By: Mrs Julie Patenaude (Tue 14 Oct 2014)
Your Faculty application is complete.
Details
Supporting documents and images
History
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Standard Information
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Statement of Significance
Statement of Needs
Notification of Advice
Public Notice
Registrar's remarks to Chancellor
Chancellor's determination and judgement
Faculty Refusal Letter
Return to Applications dashboard
Abandon
Invite Consultees
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Getting Help

If you have any problems navigating the Online Faculty System, please read the Frequently Asked Questions section on the website.

If you cannot find an answer to your question, please contact the DAC Secretary in your diocese for further advice.

If you are experiencing technical difficulties with the Online Faculty System or have an emergency, contact the Project Officer at the Cathedral and Church Building Division:

julie.patenaude@churchofengland.org

020 7898 1860

or click on https://facultyonline.churchofengland.org/contact